Bradford Council Statement of Community Involvement (2025-30)

Adopted 2 December 2025

City of BRADFORD METROPOLITAN DISTRICT COUNCIL

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Cover image: BD Festival 2025, Simon Dewhurst Photography
Next page: Cartwright Hall, Lister Park, Bradford

1. Introduction

1.1. What is the Statement of Community Involvement?

1.1.1. The Statement of Community Involvement (SCI) is a statutory document that sets out how and when the Council will carry out consultation and effectively engage with communities and stakeholders in carrying out its planning duties.

1.1.2. The Council is required, by law, to have an adopted SCI as per the Planning and Compulsory Purchase Act (2004) (as amended) and review and update the statement every 5 years.

1.2. Why is Planning Important?

1.2.1. The overriding purpose of the planning system is to help achieve sustainable development by enabling development that benefits not only the existing, but future communities. Planning directly affects our physical environment, where we live and work, relax and spend time and resources.

1.2.2. It also shapes how we travel and can play a major role in tackling climate change influencing our quality of life and general well-being. High quality new development can also benefit communities through the provision of housing, employment opportunities and new facilities together with investment in infrastructure.

1.2.3. Effective community and stakeholder engagement is central to good planning. Being part of the planning process means that Bradford's communities can play an active role in shaping places and neighbourhoods and be involved in the decision-making process.

1.3. Defining Communities and Engagement

1.3.1. A community is a group of people living in the same place or having a particular characteristic, attitude or interest in common. The Council acknowledges that a community can be defined in different ways including communities of interest (specific interest groups for example), place (neighbourhoods and villages are examples) and according to themes (health, education, environment for example).

1.3.2. Community engagement can also mean different things to different people. Bradford Council has defined community engagement as:

'The involvement of citizens, through locally based representative bodies and individually, in influencing and shaping those decisions which directly impact on their local environment, the services they receive and the quality of their daily life'.

1.3.3. At a practical level community engagement can apply different methods and levels or stages of engagement. Community engagement methods range from at one end of the spectrum informing and listening through to consulting and involving communities and then to more intense methods of collaboration and empowering. Participants in community involvement can include a range of activities from information and research gathering through to surveys and consultation to participation in decision-making and feedback on projects, programmes and policies.

1.3.4. The methods and tools available for community engagement is considerable from traditional information sharing through libraries and other information points to online material and face to face meetings. Not all tools will be applicable or useful in all cases and taking a focused tailored approach to community engagement is central to the SCI. This is explored more fully within Part 2.

1.4. Reviewing the Statement of Community Involvement

1.4.1. This revised Statement of Community Involvement sets out how Bradford Council will engage with local communities, stakeholders and other interested parties during:

- the preparation of its planning policy and supplementary planning documents;
- in support of neighbourhood planning, and
- through the consideration of planning applications.

1.4.2. The production of this SCI takes place within the context of rapidly changing societal context heightened by the further acceleration of digital communication with access to multiple channels of online information, questions over the validity of information and with the increased use of Artificial Intelligence (AI). Planning is also changing through new legislation and regulations with a strong focus upon digital planning, local spatial planning and early community engagement with fewer formal stages and faster working methods. Outreach strategies also need to be smarter and more focused - building upon existing dialogues and local community issues to facilitate improved engagement levels.

1.4.3. In compliance with the General Data Protection Regulations (GDPR) (2018), the Council's Planning Service has privacy notices set out for the **Local Plan** and **Development Services**.

1.5. Supporting Equality and Diversity

1.5.1. The Council is committed to making the planning system in Bradford as inclusive and representative as possible.

1.5.2. The Government introduced the Equality Act in 2010 which brought together nine separate pieces of legislation into one single Act simplifying the law and strengthening it in important ways to help tackle discrimination and inequality.

1.5.3. The Public Sector Equality Duty, which is part of the Equality Act 2010, came into effect on 5th April 2011. The Council must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

BD Festival 2025, Simon Dewhurst Photography

1.5.4. The Duty covers the following nine protected characteristics, plus two additional set by the Council:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation
- Marriage and Civil partnership (but only in regard to eliminating discrimination)
- Low income / low wage (Council's additional consideration)
- Care leavers (Council's additional consideration)

1.5.5. As part of the preparation of the Local Plan and planning policy documents, the Council undertakes and produces Equality Impact Assessments (EQIAs) on proposed policies, plans or programmes to ascertain if there is likely to be any potentially adverse impacts upon any protected characteristic group, and if so how any impacts will be mitigated.

1.5.6. **An Equality Impact Assessment (EQIA)** has been produced alongside this SCI. This is a supplementary document and can be found on the Council's webpage.

1.6. The Planning System — National Context

1.6.1. The purpose of the planning system is to contribute to the achievement of sustainable development, including the provision of homes, commercial development and supporting infrastructure in a sustainable manner. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs.[1]

1.6.2. Local Planning Authorities (LPAs) administer much of the planning system, set out in planning legislation and through the National Planning Policy Framework (NPPF) and Guidance (NPPG).

1.7. Key Local Planning Functions

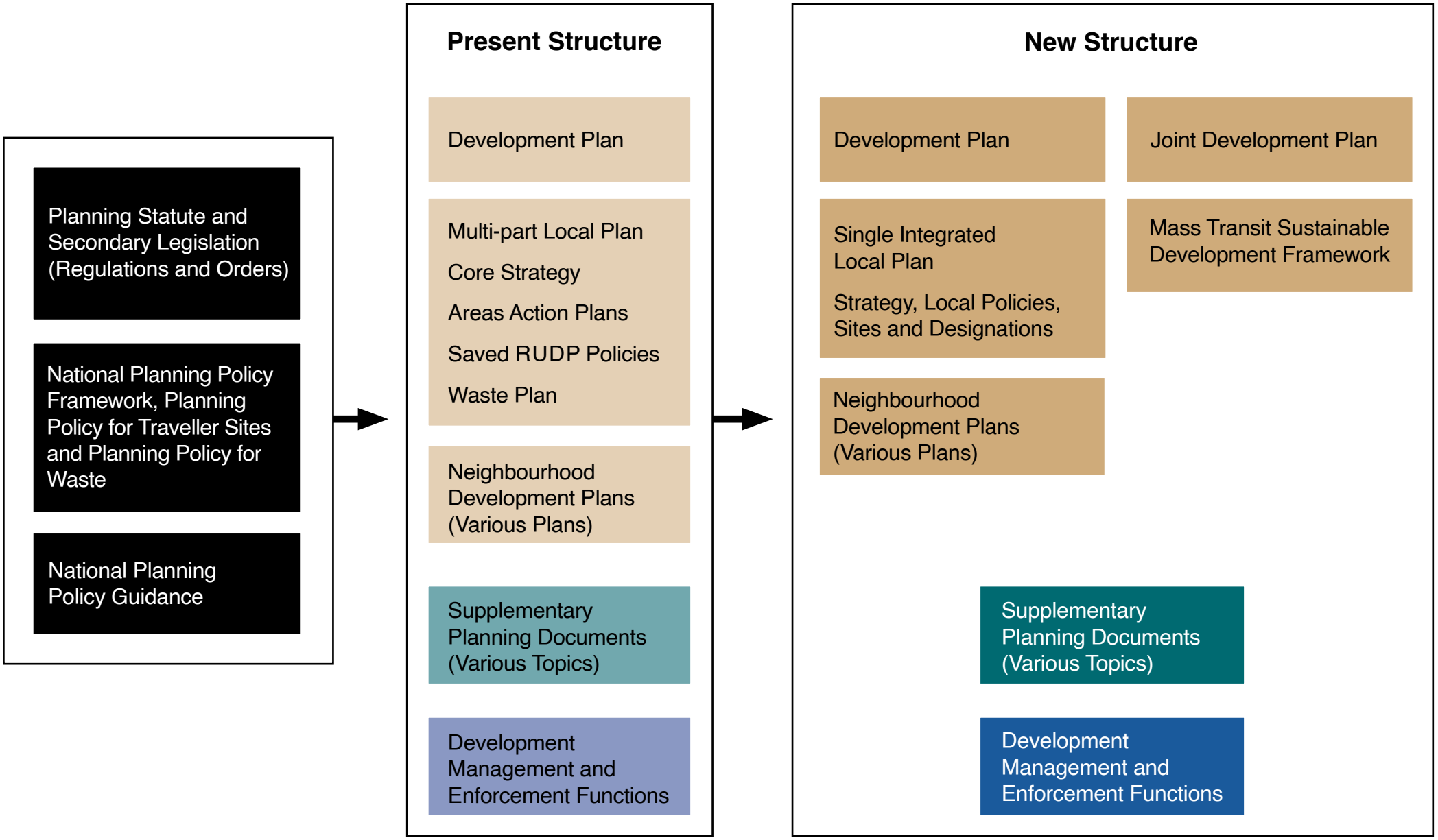
1.7.1. The key planning functions for Bradford of relevance to the SCI are:

- **Plan-making** — which sets out policies, allocations and designations to guide development and planning decisions.
- **Supplementary planning documents** — provision of further guidance on how local planning policies should be implemented.
- **Determining planning applications** — decisions on whether proposed developments should receive planning permission, based on adopted planning policies, national policy and other material considerations.
- **Planning enforcement** — investigating planning enforcement breaches. LPAs are responsible for tackling unauthorised development and stopping levels of unacceptable development.
- **Supporting neighbourhood planning** — the Council has a duty to support communities who wish to set out their own vision for their local area and supporting planning policies through the production of a statutory Neighbourhood Development Plan (NDP).

1.7.2. Figure 1 below provides an overview of the national and local planning context. The development plan overall consists of both local plan related documents and neighbourhood plans.

1 NPPF Para 7 with reference to Resolution 42/187 of the United Nations General Assembly

Figure 1: Changing Development Plan Context



1.8. Plan-making

1.8.1. The Planning system in England is 'plan-led'. LPAs must prepare and have an up-to-date Local Plan for their area covering a specific plan-period. Local planning documents and policies are used to help manage and shape development in an area. Local Planning documents must conform with the national planning policy (NPPF) and guidance (NPPG).

1.8.2. One of the foundations of plan-making as set out in the NPPF is that plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.

1.8.3. The policy framework for Bradford's current development plan is multi-layered but the adopted Local Development Scheme (LDS) sets out to simplify the overall plan-making structure in developing a new single integrated local plan with supplementary planning documents where relevant.

1.9. Development Management and Enforcement

1.9.1. LPAs are responsible for development management which involves the processing and determination of planning applications, alongside providing pre-application advice and investigating breaches of planning consent within the Bradford District.

1.9.2. It is important to note that not all forms of development require planning permission from the Council. Some types of development, such as some change of uses, extensions, or alterations, are covered by 'permitted development rights'. They are granted planning permission through a Development Order by Central Government. Further advice on these can be found on the **planning portal** or on the Council's **web pages**.

1.9.3. The Enforcement Service is part of the Local Planning Authority which deals with complaints about alleged unauthorised developments/uses, the display of advertisements without consent, non-compliance with planning conditions and unauthorised works or demolition of listed buildings. Due to the volume of compliants, the Council's enforcement priorities are focused upon:

- Matters concerning Health & Safety and significant nuisance (significant nuisance is defined as an activity, building or other structure which by its presence has, or is likely to have, an adverse effect on residential, working or visual amenity in the surrounding area)
- Listed Buildings, Conservation Area and trees protected by a Tree Preservation Order(s)
- Transport Corridors, Gateways and High Public Amenity Areas
- Issues that have an adverse impact on the street scene.

1.10. Range of Council Functions

1.10.1. The City of Bradford Metropolitan District Council (CBMDC) is a unitary Local Authority and so are responsible for the preparation of a Local Plan, management of planning control, building control, highways and transport, education, waste management and flooding.

1.10.2. It is important to note that during the life of this document there may be further planning reforms or changes to planning regulations and policy which may influence the way in which consultations are conducted. Any changes will be communicated at the time of consultation. The SCI may also require updates when any planning reforms or changes take effect.

Main Street, Haworth

2. Community and Engagement in the Bradford District

2.1. Our District Profile

2.1.1. Bradford is a large metropolitan authority which covers approximately 370 sq km (143 sq miles) and forms one of the five districts within the West Yorkshire conurbation. The district is located within the Leeds City Region.

2.1.2. The Bradford District is characterised by a mixture of urban and rural areas with distinctive character and attractive landscapes. The topography of Bradford means most of the residential and industrial development is in the south of the district and along the valley bottoms of the Rivers Aire and Wharfe and their tributaries, with much of the population living in the urban centre of Bradford and within the separate settlements of Keighley, Bingley and Shipley, in Airedale, and Ilkley, in Wharfedale. While the urban areas are quite densely developed, two-thirds of the district is rural with moorland and attractive valleys surrounding the urban areas.

2.1.3. Bradford is the fifth largest local authority in England in terms of population after Birmingham, Leeds, Sheffield and Manchester.

2.1.4. Bradford has a population of 560,200 (ONS, mid-2023 population estimate) of which 49% were male and 51% were female. 23% were aged 0-15, 62% were aged 16-64 (working age population) and 15% were aged 65 and older.

2.1.5. A large proportion of the district's population were aged under 20 (28%) and 70% are aged under 50. The age profile of the District is also getting older, with more people living over the age of 75 years.

2.1.6. The population is ethnically diverse. While the largest proportion of the district's population identifies themselves as White British (57%), the remaining 43% of the population is of ethnic minority origin (2021 Census). This is an increase from the 2011 Census, where 36% of the population was of ethnic minority origin. The district's community characteristics will form a major consideration in seeking to achieve effective and representative methods of engaging the community.

2.1.7. In terms of disability, 19% of residents identify as disabled according to the 2021 Census, slightly higher than the average for both Yorkshire and the Humber region and England.

2.1.8. An understanding of the local population characteristics of the District is an important foundation to effective consultation and participation. The SCI is tailored to ensure all communities are better informed and more involved in planning.

2.2. Benefits of Community Engagement

2.2.1. Local residents and stakeholders are active users of places, spaces and services, and possess invaluable knowledge and experience of their communities. The Council therefore believes that involving people fully and creatively in the design, development and delivery of its planning services is crucial.

2.2.2. This will not only ensure that the right services are more likely to be delivered but also ensure that they will be of better quality with greater community support for policies, strategies and decisions. Stakeholders and community groups can also empower local residents to ensure local needs are addressed and influence how development is delivered in the District.

2.3. General Engagement Principles

2.3.1. In support of better engagement, the SCI sets out a series of six general principles that underpin the Council's approach to community involvement in planning. These principles guide how the Council will engage with communities, stakeholders and statutory bodies throughout the planning process. **Table 1** below sets out these principles and explains how they will be applied in practice:

Table 1: Key Principles for Community Engagement

Key Principle	What this means	How we will achieve this
Early Engagement	Communities are engaged at the earliest practical stage in the planning process.	Consultation begins at initial stages of plan-making; pre-application engagement encouraged for major development; advance notice of consultation periods.
Clear Communication	Communities understand the scope of engagement, constraints, proposal details and decision-making processes. Linking engagement where possible to known issues and insights to build a common understanding.	Use of plain English and avoidance of jargon; illustrative material and visual presentations; clear explanation of legal and policy constraints; accessible summaries of technical documents.
Inclusive and Proactive	A good range of views and voices from all who live and work in the district are obtained, including previously underrepresented groups. Differentiate audiences and provide easy and/or quick access material, maximising opportunities to work with existing networks and groups.	Targeted outreach to specific communities; multiple consultation methods; accessible formats on request; events held in accessible locations; liaison with community groups and forums.
Appropriate Methods	Consultation tools and approaches are appropriate to the stage of the planning process, issues being considered and communities involved.	Digital and traditional methods offered; methods tailored to consultation type; consideration of resource implications; flexibility to adapt approaches based on feedback.
Effective Feedback	Feedback is provided on consultation comments through a range of methods setting out how comments have been where appropriate summarised, considered and addressed.	Production of Statements of Consultation for plan-making; officer reports explaining how representations have been addressed; post-consultation summary reports where appropriate; notification of decisions to those who commented.
Digital Innovation	Electronic methods of consultation make involvement easier, quicker and more cost effective.	Online consultation portals as primary method; use of social media for notifications; video and visual content where appropriate; use of artificial intelligence to support efficient processing of comments within good practice and policy constraints.

Roberts Park, Saltaire

2.3.2. The Council recognises that not all engagement activities require the same level of community involvement. The appropriate level of engagement will depend on the nature and scale of the planning matter under consideration, the potential impact on communities and the stage of the planning process. Section 2.3.3 below explains how the Council will tailor its engagement approach accordingly. Community and stakeholder discussions and identification of issues and solutions can also take place outside of formal 'consultation stages' and processes and forms part of a way of working.

2.3.3. The Council will tailor its engagement activities to reflect the nature of the planning matter under consideration. Engagement activities can be understood as operating at different levels of impact, ranging from simply informing the community about a decision that has been made, through to empowering communities to take joint responsibility for decision-making. **Table 2** below sets out five levels of engagement impact and explains when each level is appropriate.

Table 2: Consultation toolkit

Level of Impact	What this means	Promise to the public	Examples of when this level applies
Inform (lowest impact)	Sharing information about plans or projects	We will keep you informed about our processes and help you understand the opportunities and solutions	Publication of adopted planning documents; notification of planning decisions; updates on implementation of policies
Consult	Seeking feedback and views	We will listen to and take account of your opinions	Consultation on most planning applications; consultation on Supplementary Planning Documents; consultation on draft planning policies
Involve	Ensuring aspirations and concerns are fully understood	We will make sure your concerns and aspirations are reflected in the proposals	Regulation 18 consultation on the Local Plan; consultation on strategic site allocations; consultation on area-based policies affecting specific communities
Collaborate or Co-create	Working in partnership to help shape outcomes	We will look to you for advice and guidance to create solutions	Development of neighbourhood plans; master planning for strategic sites; collaborative working with parish and town councils on locally significant matters
Empower (highest impact)	Devolving or taking joint responsibility for decision-making	We will support you to make decisions and implement what you decide	Neighbourhood planning (where communities develop their own planning policies); community right to build orders

2.3.4. Officers will exercise professional judgement when deciding the appropriate level of engagement for each planning matter. The Council will clearly communicate the level of impact that applies to each consultation activity so that communities understand how their input will be used and what influence they can expect to have on the outcome.

2.4. Consultation Tools

2.4.1. Figure 2 below set outs a series of consultation tools that can be tailored to meet particular needs. Not all tools need to be applied for all types of consultations and the list provides a toolkit or portfolio of options only.

Figure 2: Consultation toolkit

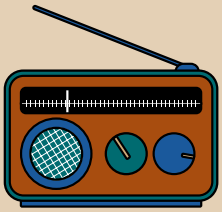
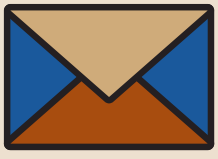
Consultation Channels	Consultion Tools
Website, Online Portals and Channels	**Council website** — electronic copies of documents will be made available on the Council's website. The Council will ensure that documents meet the necessary legal requirements (e.g. accessibility requirements) and clear signposting is used to request an accessible or alternative format. **Online consultation portal** — consultation and engagement platforms (hosted online) will be used to communicate information and enable public comments or formal representations to be submitted through consultations. This will be one of the primary forms of consultation. **Online meeting software** — pre-recorded and live events. **Video or online presentations** — the use of digital methods will be used, where appropriate.
Digital Bulletins and Newsletters	**Council's Corporate Information System** — the 'Stay Connected' system will be used to issue electronic bulletin notifications to stakeholders and consultees who have self -registered an email address into the system or requested to be added. **Newsletters** — digital newsletters will be distributed electronically to stakeholders.
Social and other Media 	**Social media** — information will be published through the Council's official social media outlets. **Media / press** — print, social online, TV and radio will be utilised to publicise consultations.
Mail 	**Email** — email correspondence and notifications, including notifications to consultees on the planning consultation database. **Letters** — hard copy

Figure 2: Consultation toolkit (continued)

Consultation Channels	Consultion Tools
Physical Material 	**Documents — hard copies** — physical copies of relevant planning documents will be made available and displayed or accessible in a prominent location at set **deposit locations** - within the main libraries within the District (Bradford, Shipley, Bingley, Keighley and Ilkley) and in the Council's main customer services buildings (Bradford and Keighley). **Posters / leaflets** — can be used to publicise consultations and will be sited in prominent community locations throughout the District.
In person and hybrid events 	**Public exhibition**s — drop in events will be used (where appropriate) for members of the public and stakeholders to attend. They will be used to publicise information about planning documents and provide an opportunity to ask questions. Public exhibitions may or may not involve the attendance of a Council officer. **Focus groups or workshops** — targeted sessions on particular planning or policy issues. **Meetings:** • Public meetings / area meetings / Local Council meetings • One to one meetings with stakeholders • Neighbourhood forums and partnerships • Community organised meetings **Events:** • Engaging communities through network partnerships. • Jointly hosted events with community organisations and key stakeholders. • Attending pre-arranged community and stakeholder events with supplementary information / material. • Engaging with under-represented groups through established networks.
Facilitated and supported Engagement 	**Planning Aid England (PAE)** — engage the services of PAE for independent and impartial professional planning advice. **Outreach networks** — engage through forums, partnerships and local advocate and champions within local communities.

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2.4.2. The Council may use Artificial Intelligence (AI) within appropriate guidelines, policies and procedures to summarise consultation statements and identify key issues for further development.

2.5. Accessible / Alternative Formats and Access to Information

2.5.1. The Council is keen to ensure all members of the community can effectively engage in planning consultations. This will include supporting the use of assistive technology (such as a screen reader) and provision of material in different languages and alternative formats such as Braille, tape, audio, disc or large print. It will be important to tell us what format you need and also what assistive technology you use. To request an alternative format, please contact the Planning Policy team by email at **planning.policy@bradford.gov.uk** or by telephone on 01274 431 000.

2.5.2. The Council will make available hard copies of documents upon request during a consultation period. The Council however reserves the right to make a reasonable charge for the document to cover administration, materials, and printing costs. The cost of documents will vary depending on its size and any requirements to use colour printing; these will be made available during the consultation upon request.

2.5.3. Information relating to consultation on the local plan, neighbourhood plans and supplementary planning documents will be made available in a variety of ways. The Local Plan will be made available to view and download on the Council's web site at **www.bradford.gov.uk/planningpolicy**.

2.5.4. Public access to the Internet is available at all libraries across the District and in the main Council customer offices. Paper copies of Local Plan documents will be made available for inspection upon request at the Council's principal offices during normal office hours and main libraries as detailed in **Appendix 1.** The Council reserves the right to update this Appendix subject to changes in resources and assets.

2.5.5. Copies of Neighbourhood Planning documents, which relate to a small or parished area, will be placed in the Council's main office along with the libraries within and adjoining the settlement or parish which is the subject of the consultation.

2.5.6. The Council, in producing documentation relating to the Local Plan, will seek to make publications as user friendly to the reader as possible by using Plain English and avoiding an overuse of planning jargon. It will also seek as far as practical to make them printer friendly and easy to review and access through digital technology including smart phones.

2.6. Legal Requirements

2.6.1. There are several requirements set out in planning legislation as to various stakeholder groups who may engage in planning processes and development management.

2.6.2. In relation to plan-making, under the Town and Country Planning (Local Planning) (England) Regulations 2012), as amended, the Council needs to ensure that information is made available to **specific consultation bodies; general consultation bodies** and **other consultees**. The definitions of these groups of stakeholders are set out below and further details provided in **Appendix 2**:

- **Specific consultation bodies** — groups with expertise of a particular subject as defined through the legal regulations;
- **General consultation bodies** — groups that represent the interests of certain groups (i.e. age specific groups); recognised voluntary groups; and bodies that represent business in the District;
- **Other consultation bodies** — those who have an interest in planning; local representative bodies and local communities who have actively engaged in the preparation of the Local Plan and other planning documents.

2.6.3. In determining planning applications officers also need to consult a defined set of **statutory consultees** which are relevant to the applications as established through the various statutory orders and regulations. These are currently defined in **Appendix 3**.

2.6.4. The Council has a legal responsibility (under the Localism Act 2011 and the NPPF) to work constructively with neighbouring authorities and prescribed bodies under '**Duty to Cooperate**' (DtC). This duty requires LPAs to consider planning issues which extend beyond its own administrative boundary. The Council will carry out its Duty to Cooperate responsibility and document process through an action plan approach and supporting material including the production of a statement of common ground. **Appendix 4** includes a list of Duty to Cooperate organisations as defined by the statute and regulations.

2.6.5. The Council also has a duty to assist and support local communities in the borough in the preparation of **Neighbourhood Development Plans**. Further information can be found in The Neighbourhood Planning (General) Regulations 2012 and section 3 of the SCI. Neighbourhood Plans, introduced by the Localism Act 2011[2], are a way of ensuring people in our communities can influence the planning of the area in which they live and work. Information on made and developing neighbourhood development plans can be found on the **Council's website.**

2 The Locality Act also introduced Neighbourhood Development Orders (NDOs) and the Community Right to Build Orders — further information is available here: **https://neighbourhoodplanning.org/**

2.6.6. For plan-making, the Council maintains a '**Consultation Database**' (an amalgamated database of Stay Connected and Planning Policy contacts) which includes contact details from stakeholder groups and people who have made representations during formal plan-making stages or expressed an interest in being kept informed about planning policy matters. This database is regularly updated and individuals and stakeholders can self-manage their personal records, opting to be added or removed from the database in line with the Local Plan Privacy Notice.

2.7. Under-Represented Groups

2.7.1. The Council is committed to engaging with under-represented groups and has a number of well-established partnerships, networks and organisations which are critical to effective engagement in planning issues and building wider connections within communities.

2.7.2. The Council has identified the following are under-represented groups:

- Children, young people and older citizens
- People with disabilities or sensory loss
- Ethnic minorities[3]
- Homeless people
- Gay, lesbian, bisexual and transgender community (LGBTQ)
- Gypsy, Roma and Traveller ethnic groups

2.7.3. In addition, it is also important to engage with the 'inactive majority' — this refers to the majority of the population, that is people who have little spare time, or who are disillusioned or disinterested in being consulted.

2.7.4. Additional information and approaches to the engagement of less represented groups is set out in section 5 of the SCI.

2.8. Role of the Voluntary, Community and Social Enterprise (VCSE) Sector

2.8.1. In Bradford District and Craven, the VCSE includes more than 5,000 registered and unregistered groups which support people in many areas of their lives from youth groups, ageing well support, sports and wellbeing clubs to name a few. VCSE organisations bring a wide range of experiences and voices, as well as creative and agile ways of working. They are supported by an extensive and valuable network of volunteers.

2.8.2. The Voluntary and Community Sector (VCS) is represented by the Voluntary and Community Sector Alliance (VCSA) that works across Bradford District and Craven, and has been developed by the local Voluntary, Community, and Social Enterprise (VCSE) Sector to become an equal partner in the Integrated Care System.

3 Government uses 'ethnic minorities' to refer to all ethnic groups except the White British group. Ethnic minorities include White minorities, such as Gypsy, Roma and Irish Traveller groups.
https://www.ethnicity-facts-figures.service.gov.uk/style-guide/writing-about-ethnicity/

2.8.3. The VCSA manages VCS representation on different Partnership Groups associated with Health and Social Care, and co-ordinates the local Voluntary and Community Sector to deliver different Health and Social Care projects across the Bradford District and Craven.

2.9. Stronger Communities Partnership

2.9.1. The Bradford Stronger Communities Partnership works together to provide vision, strategic leadership and direction in improving cohesion outcomes for people living and working in Bradford District and in developing stronger and more resilient communities. The partnership board is underpinned by a resident group.

2.10. Ward, Town and Parish Councillors

2.10.1. Directly elected Ward councillors are an important interface between communities and the Council. It is important to involve local Ward Councillors from the beginning of the planning process. To facilitate their role in communities Councillors will be offered targeted briefing sessions, where appropriate, to disseminate information in advance or close to the start of the consultation.

2.10.2. Tailored engagement will also be undertaken with town and parish councillors who are close to local communities and key issues and concerns, including through established liaison groups / forums. This engagement may be through established forums or groups of towns and parish councillors and with reference to the Bradford Council and Local Councils Charter. .

2.10.3. All Councillors have an important role to play in providing wider feedback on key local issues and following actions what positive changes have been made at a grassroot level.

2.11. Co-ordinating Consultations

2.11.1. The Planning Service will work collaboratively with other departments across the council. Joint-working is a more efficient use of resources (staff time and money). The Council operates a Consultation Calendar that is available on the Council's website, together with the nature and purpose of the consultation, prior to consultation. The consultation calendar is regularly updated.

Ivegate, Bradford city centre

3. Preparing Planning Policies and Supplementary Planning Documents

3.1. Current Development Plan

3.1.1. The local planning policy context is complex in Bradford but moving to a more streamlined and simple approach. There are two main types of Local Development Documents (LDDs) — Development Plan Documents (DPDs), such as a Local Plan or its constituent parts which form part of the statutory development plan and Supplementary Planning Documents (SPDs) (which do not form part of the statutory development plan). The combination of the Local Plan and Neighbourhood Development Plans make up the overall 'Development Plan' for the District — the starting point for planning decisions.

3.1.2. SPD's support policies with additional technical information but cannot introduce new policy or amend existing policies and must conform with national policies. These documents go through a formal consultation and adoption process and are outlined further in this section of the SCI.

3.1.3. Planning decisions have to be in line with the development plan unless indicated otherwise by other important matters (known generally as 'material considerations'). The overall **Development Plan** as currently structured is set out below:

- Bradford Replacement Unitary Development Plan (RUDP) — Saved Policies (June 2020 schedule) — the RUDP was adopted in May 2005 and the majority of its policies have since been superseded by the Core Strategy, AAPs and Waste Management DPD, however a number of the policies remain extant.
- Core Strategy DPD (July 2017) — this sets out the broad aims and objectives for sustainable development within the District over the period 2013 to 2030 and provides broad policies for guiding and restraining development. It also sets out broad locations for new housing, employment and infrastructure investment alongside a broad range of important policy topics.
- Bradford City Centre Area Action Plan (October 2017) — this covers a key regeneration/transformation area for the District. The AAP sets out detailed planning policies to guide development proposals and associated infrastructure in the city centre, along with details of how these proposals will be delivered. It includes policy frameworks/visions for the regeneration of specific parts of the city centre together with site allocations and other designations.
- Shipley and Canal Road Corridor Area Action Plan (December 2017) — this covers another key regeneration/transformation area within the District that runs from the northern edge of Bradford City Centre to the town of Shipley. The AAP sets out a detailed planning policy framework to direct future development and investment. This including allocates land for development, defining areas which will be protected and identifying the supporting infrastructure required to ensure delivery.
- Waste Management D P D (October 2017) — this expands on the waste management policies set out in the Core Strategy (Policies WM1 and WM2) and provides the overall spatial strategy and approach for dealing with all types of waste within the District. It identifies waste management sites for dealing with the main streams of waste such as Municipal Solid Waste (MSW) and Commercial and Industrial waste, together with criteria-based policies for the management agricultural, CDE, hazardous and residual waste.
- Adopted/Made Neighbourhood Plans — formally "made" (adopted) neighbourhood development plans — Neighbourhood Areas | Bradford Council

3.2. New Local Plan Approach

3.2.1. The Council is moving from this mixed 'portfolio approach' to a single comprehensive local plan. This decision was based on a range of work undertaken as part of the development of the different DPDs and took account of earlier consultations as well as more recent circumstances and changes to national policy.

3.2.2. The Council is also engaged in the development of the Mass Transit Sustainable Development Framework (Part 1) (DPD) which will be a Joint Development Plan for Bradford, Calderdale, Kirklees, Leeds and Wakefield. Consultation and engagement will be in accordance with legislation and national planning policies and guidance.

3.2.3. Council officers also prepare a number of other planning documents, including:

- **Infrastructure Funding Statement (IFS) and Community Infrastructure Levy Charging Schedule updates**: The IFS is a document which provides a summary of financial and non-financial developer contributions relating to Section 106 and CIL Agreements within the Local Planning Authority over a particular period. The IFS statement is updated and published annually to reflect the summary of obligations and agreements for each monitoring period. The Community Infrastructure Levy (CIL) is a levy which the Council may charge on new developments in the District. The money raised helps the Council (and in some cases a proportion of CIL funds is distributed to parish and town councils) to pay for infrastructure such as schools, transport, parks, open spaces and other community facilities required to support new housing and economic development in the District.
- **Local Development Scheme (LDS)**: This document is a three-year rolling work programme that sets out the details, timescales and arrangements for producing the Local Plan for the District. It also highlights stages in the process when community involvement on a particular document is likely to take place. The LDS will be reviewed on a regular basis and linked with the Annual Monitoring Report. It is adopted by the Executive.
- **Annual Monitoring Report (AMR)**: This report sets out the progress being made in producing Local Plan documents that are detailed in the LDS. It will also examine the effectiveness of policies contained in the Development Plan Documents recommending alterations and review of policies and proposals as and where necessary. The AMR findings will inform the review of the LDS. It is usually published following informal consultation with lead Members.
- **General technical notes and guidance** — produced from time to time to support or guide planning applications with technical considerations. These publications do not go through a statutory process.

3.3. Key Stages in Preparing Development Plan Documents (DPD)

3.3.1. The key stages involved in plan-making which are followed by the Council are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (TCP Regulations 2012) and subsequent amendments. The Council, wherever possible, seeks to 'frontload' consultation on DPDs to ensure that key issues are identified and any outstanding matters are resolved as early as possible in the process.

3.3.2. The LDS sets out the Council's programme for Local Plan preparation including DPDs and Supplementary Planning documents (SPDs). Table 3 below summarises the main Local Plan preparation stages and how and when key stakeholders and local communities can get involved in the process. The Council may supplement these consultation features with additional activities as set out in the consultation toolkit.

Table 3: Development Plan Documents — Preparation Stages

Stages	Consultation Features
Stage 1 — Research and evidence gathering to inform preparation and development of the document.	• Involve consultation with relevant stakeholders, duty to co-operate partners, specific and general consultation bodies and local communities at an appropriate scale. • No formal consultation period. • Identifying priorities and key issues. • May also be some limited targeted consultation on elements of technical evidence. • Will include additional information to show how the Council will engage communities and where the Council will publish Statement of Consultation reports at various stages in the consultation process.
Stage 2— Draft Plan (Regulation 18) — formal consultation on emerging local plan.	• Formally notify each of the bodies and persons specified in the regulations of the subject of the local plan and invite representations to be made to the Council. • The Council will consider representations received when further drafting the plan. • This stage may involve more than one stage of consultation depending on the document and the nature and scale of the issues involved, which is not prescribed in the regulations. • Will include publishing technical information and an overall summary document or similar. • Undertake a minimum 6-week formal public consultation. • Publish a post consultation - key issues, or consultation summary report. • **Getting involved** at this stage allows you to have influence over the content of the plan at an early stage.
Stage 3 — Pre-submission Plan — Regulation 19 consultation	• Make a copy of the local plan and other documents as set out in the regulations available at set deposit locations and available on the Council's website. • Ensure the local plan and other documents as set out in the regulations are sent to specific and general consultation bodies. • Will include publishing technical information and an overall summary document or similar. • Undertake a **minimum 6-week formal** consultation prior to submitting the local plan and relevant documentation as set out in the regulations to the Secretary of State for public examination. • Publish a post consultation - key issues, or consultation summary report. • This stage may involve more than one Regulation 19 consultation. • **Getting involved** at this stage is primarily focused upon legal, procedural and test of soundness considerations as set out in national policy and relevant guidance.

Table 3: Development Plan Documents — Preparation Stages (continued)

Stages	Consultation Features
Stage 4 — Submission to the Secretary of State for Public Examination (Regulations 20 and 22)	• The Council will receive and collate the representations made at the Regulation 19 stage to submit to the Secretary of State. • Submit documents and information to the Secretary of State in compliance with regulatory requirements. • As soon as reasonably practicable after the local plan and associated documents have been submitted make a copy of the documents as set out in the regulations available at set deposit locations and available on the Council's website. • Notify specific and general consultation bodies as required by the regulations that the submitted documents are available for inspection • Give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State.
Stage 5 — Independent Public Examination (Regulation 24)	• At least six weeks prior to the opening of the independent examination the Council will provide information through the set deposit points and Council's website and notify people who made representations of the date, time and place of the hearing and name of the appointed inspector. • The examination will usually involve public hearing sessions and the Planning Inspector will consider the comments received on the 'submission' version of the Plan. Those who responded may be invited to attend an examination hearing by the Inspector. • The examination may result in the Inspector posing additional questions for the Council and other bodies making representations. This information / correspondence will be made publicly available on either Council's website or examination website. • Additional consultation will be carried out if any major modifications to the plan are needed — usually for 6 weeks.
Stage 6 — Inspector's Report with publication of representations (Regulation 25)	• As soon as practical after the receipt of the inspector's report (or if the Secretary of State has provided a direction) make the report recommendations and reasons available through the deposit locations and on the Council's website together with notification to people who requested report information at this stage in the process.
Stage 7 — Adoption of the Plan (Regulation 26)	• The Council will formally adopt the Local Plan, subject to outcomes of the Inspector's report and as soon as reasonably practical make the local plan, adoption statement, sustainability appraisal and deposit locations and time it is available for inspection. • Send a copy of the adoption statement to those persons who requested to be notified of the adoption of the local plan plus the Secretary of State.

3.4. Key Stages in Preparing Neighbourhood Development Plans

3.4.1. The neighbourhood planning system was introduced by the Localism Act 2011 and in terms of neighbourhood development plans is enabled through the secondary legislation of The Neighbourhood Planning (General) Regulations 2012 (as amended) (NPGR 2012).

3.4.2. Communities are in the driving seat with neighbourhood planning. In parished areas, Town and Parish Councils will lead on the work. In areas that are not parished, communities can form a Neighbourhood Forum, subject to specified procedures, to take the lead. It is a community decision to prepare a Neighbourhood Plan given the issues, resources and timescales available.

3.4.3. The Council has a statutory duty to provide advice and support to communities undertaking neighbourhood planning. It is committed to working with communities to guide them through the process of producing a neighbourhood plan. A neighbourhood plan has the same legal status as a local plan and other documents that form part of the statutory development plan once it comes into force.

3.4.4. Bradford Council's policy with regards to the duty to support qualifying bodies is set out in Box 1 below. This is an extract from the Local Council's Charter (2015) which sets out the Council's governance and duty to support arrangements.

Bradford Council's Duty to Support Statement for Neighbourhood Planning Bodies

- The Council will, subject to resources and work priorities, provide the following in kind support and assistance to qualifying bodies undertaking Neighbourhood Planning functions within the Bradford District:
- Make available, wherever possible, Bradford Council's planning data and information for the qualifying body to use in the preparation of their Neighbourhood Development Plan or Order, as part of their evidence base.
- Subject to officer availability, attendance at Local Council meetings to facilitate an on-going dialogue with the qualifying body and to provide advice (e.g. consultation and engagement).
- Help with engagement and consultation events and where possible attend consultation events.
- Provide advice on assessments and evidence.
- Provide advice on conformity with national and local plan policies with which they will need to fit.
- Helping communities communicate with external partners where this is required.
- Provide advice on the legal requirements of neighbourhood planning under the Localism Act.
- Provide professional advice and support prior to formal submission of a Plan to Bradford Council for examination.
- Publish relevant details on the Council's Neighbourhood Planning webpage.
- Provide a single point of contact for the qualifying body.

Extract adapted from Appendix 7 of the Bradford Council's — Local Council's Charter (2015)

3.4.5. As set out in planning guidance there are 3 types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:

- Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.
- Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.
- Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.

3.4.6. The table below sets out the stages to progressing a neighbourhood development plan and material modifications to plans within the Bradford context. It provides information on the opportunities for involvement at each stage and the advice and assistance available from the Council. The table covers parish led plans with specific legislative processes in place for **forums**.

Table 4: Neighbourhood Development Plans — Preparation Stages

Preparation Stages	Consultation Features
Stage 1 — Application for designation of a neighbourhood area (NPGR 2012 Regulations 5, 5A, 6, 6A and 7)	• Submitted fully Parished areas are automatically designated as a Neighbourhood Area however the Parish Council must register an interest with the LPA to become a qualifying body to produce a Neighbourhood Plan. • For other application areas, as soon as possible after receiving an area application from a relevant body the Council will publish details, including the closing date for representations and how to submit comments on its website and through other media channels to inform the local community. • The closing date for representation will be a minimum of 6 weeks from the date it is advertised. • The Council will determine the application within the established regulatory period(s), and, as soon as possible after designation, publish details on its website and through other media channels to inform the local community.

Table 4: Neighbourhood Development Plans — Preparation Stages (continued)

Preparation Stages	Consultation Features
Stage 2 — Early-stage work — the designated neighbourhood body (parish council or forum) prepares the neighbourhood plan	• **The neighbourhood body leads on this early-stage wor**k including undertaking resource planning, research, analysis of the area, commissioning technical evidence and surveys. • The Council will provide, subject to resources and work priorities, tailored support at this stage in line with the duty to support neighbourhood planning statements. • Subject to resources at the time of request and work priorities the Council will also undertake a first stage Strategic Environmental Assessment (SEA) screening exercise of neighbourhood plans to: **a)** Determine whether the neighbourhood plan is likely to have significant environmental effects. **b)** Consult the environmental assessment consultation bodies. **c)** Collate and produce a screening opinion on likelihood of significant effects on the environment. **d)** Subject to the outcome of the screening exercise, general advice to the Neighbourhood Body on SEA scoping should this be required.
Stage 3 — Pre-submission consultation and publicity (NPGR 2012 **Regulation** 14) (led by the Neighbourhood Body)	• **This stage of the process is led by the Neighbourhood Body.** • Undertaking consultation on an early stage / emerging plan or modification proposals in compliance with the regulation. • The Council will review the documentation and subject to resources and work priorities provide feedback on the emerging neighbourhood development plan or modifications proposals.
Stage 4 — Submission to Council of Neighbourhood Plan proposals and modifications (NPGR 2012 **Regulation 15**) (led by the Neighbourhood Body)	• **This stage of the process is led by the Neighbourhood Body.** • Submission to the LPA a regulatory compliant neighbourhood plan or modifications proposals. To include: **a)** A copy of the Neighbourhood Plan **b)** A statement explaining how the plan meets the **basic conditions** **c)** A Strategic Environmental Assessment report or a statement explaining why one is not needed **d)** A consultation report outlining all of the engagement undertaken throughout the plan process. **e)** Statement regarding modifications proposals. • The Council will publicise and consult on the plan for a further 6 weeks.

Table 4: Neighbourhood Development Plans — Preparation Stages (continued)

Preparation Stages	Consultation Features
Stage 5 — Independent Examination — submission to examiner and examination (NPGR 2012 Regulation 17, 17A, 18 and 19)	• Although it is up to the Council to appoint an examiner, the decision will be taken jointly with the Neighbourhood Body. • The Council will submit the plan with supporting documents to the examiner. • The purpose of the examination is to test whether the draft neighbourhood plan meets basic conditions and other standards. • Following examination, the examiner will recommend one of the following: **a)** that the plan proceeds to referendum, **b)** requires modifications (to be made by the Council) in advance of a referendum, **c)** or to not proceed to referendum. • The Council will publicise information in compliance with the regulations.
Stage 6 — Referendum on the Neighbourhood Plan (The Neighbourhood Planning (Referendums) Regulations 2012)	• The Council is responsible for administrating the referendum, but the Neighbourhood Body must publicise it and campaign for a yes vote. • The Council must remain impartial. For the plan to be adopted, more than 50% of the votes cast must be in support of the plan. • The Council will publish information about the outcome of the referendum in compliance with the regulations.
Stage 7 — adoption and made Neighbourhood Plan (NPGR 2012 Regulation 20)	• The Council will formally adopt the neighbourhood plan after a successful referendum and will form part of the development plan.

3.5. Key Stages in Preparing Supplementary Planning Document (SPD)

3.5.1. The purpose of a Supplementary Planning Document (SPD) is to provide additional information and guidance on planning policies in a development plan. They can cover a wide range of issues and are used to expand on information to support planning policies but must be in conformity with the Council's Local Plan and consistent with national policy and guidance.

3.5.2. The formal process for the production and preparation of Supplementary Planning Documents is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. The preparation and production of an SPD is a slightly different process to a DPD and often an SPD can be completed much quicker.

3.5.3. Table 5 below outlines what happens at each stage in the preparation of a SPD and how and when key stakeholders and the local community can get involved in the SPD preparation process. While Local Plan Documents must be adopted by Full Council, SPDs can be adopted by the Cabinet Member with responsibility for planning.

Table 5: Supplementary Planning Documents — Preparation Stages

Preparation Stages	Consultation Features
Stage 1 — SPD Pre-production	• This is likely to involve a range of different consultation and engagement activities depending on the topics and coverage of the SPD. • This stage will involve the Council gathering and developing a range of evidence to support the preparation and development of the document. This information will ensure that the Council has a good understanding of the planning issues at an early stage. • At this stage there is no formal consultation period, however the Council may informally consult any stakeholders or bodies it considers appropriate in order to prepare the SPD.
Stage 2 — Public consultation on the draft supplementary planning document (TCP LP Regulations 2012 Regulations 12 and 13)	• Any person may make representations about a SPD and consultation will be undertaken for a minimum of 4 weeks from the date that the document is made available for inspection, at the Council's principal office and at such other places within their area as the authority considers appropriate, during normal office hours, and published on the Council's website. • This is the key stage to shape the content of document and the Council will consider the representations received and amend the SPD as considered appropriate. • The Council will also consult with the duty to co-operate, specific and general consultation bodies.
Stage 3 — Review of representations and complete final draft (TCP LP Regulations 2012 Regulation 12)	• Following the consultation, the Council will produce a Statement of Consultation document which will set out the main issues raised during the consultation on the Draft SPD and also explaining how the representations received have been dealt with and considered. • A finalised version of the SPD, with consultation statement and covering report is then put forward for formal adoption by the Council. • The Council is required to inform anyone who asked to be notified and will also inform those on its planning policy contact database.

Table 5: Supplementary Planning Documents — Preparation Stages (continued)

Preparation Stages	Consultation Features
Stage 4 — Adoption of the SPD by the Council	• A finalised version of the SPD, with consultation statement and covering report is then put forward for formal adoption by the Council. • The Council is required to inform anyone who asked to be notified and will also inform those on its planning policy contact database.
Stage 5 — Post adoption (TCP LP Regulations 2012 Regulations 11 and 14)	• As soon as reasonably practicable after the Council adopt the SPD it will: **a)** make available in accordance with regulation 35, the SPD and adoption statement, and **b)** send a copy of the adoption statement to any person who asked to be notified of its adoption. • The adoption statement is specifically detailed in the regulations as meaning a statement specifying: **a)** the date on which a supplementary planning document was adopted, **b)** if applicable, any modifications made pursuant to section 23(1) of the Act, **c)** that any person with sufficient interest in the decision to adopt the supplementary planning document may apply to the High Court for permission to apply for judicial review of that decision, and **d)** that any such application must be made promptly and, in any event, not later than 3 months after the date on which the supplementary planning document was adopted; and "consultation statement" means the statement prepared under regulation 12(a).

3.6. Reporting Back

3.6.1. The Council is committed to providing the community with feedback on the results of consultation. It will summarise any comments received and provide details of any amendments that have been made, or why an amendment has not been made.

3.6.2. Any person making representations during an informal or formal consultation period for a planning document will receive acknowledgement of the receipt of their comments.

3.6.3. Formal statements of consultation will be made available alongside relevant planning documents.

Hewenden Viaduct,
Cullingworth

4. Involvement in Planning Applications

4.1. Consent Types — Including Planning Applications

4.1.1. The Council's Development Management Team deals with approximately 5,000 applications each year. This includes applications for planning permission, listed building consent, tree preservation orders, advertisement consent and prior approvals. The **Planning Portal** is a useful source of information on planning related consent types. Planning has continued to evolve with certain types of development granted planning permission ('permitted development') through national legislation without the need to submit a planning application.

4.1.2. The National Planning Policy Framework (NPPF) continues to emphasise the importance of community involvement in planning decisions and the statutory requirement for publicising planning applications is set out in The Town & Country Planning (Development Management Procedure) (England) Order 2015, as amended.

4.1.3. In accordance with the NPPF, the Council expects applicants to consult with neighbours and those who may be affected by the proposals before seeking pre-application advice, and/or during the process. It is important that both the Council and the local community have an opportunity to comment on a scheme when they can to influence the scheme/proposals before its submission as a planning application.

4.1.4. Applicants and developers in particular should seek early engagement with the local planning authority on development proposals and where possible avoid pre-determining the outcome of the planning process through securing commercial arrangements in advance of securing planning permission which may undermine their ability to deliver policy and infrastructure requirements on a scheme.

4.2. Planning Application Process

4.2.1. The planning application process can be divided into three consultation stages:

- Pre application stage;
- Planning application stage; and
- Post application stage.

4.3. Pre-application Stage

4.3.1. The Local Planning Authority (LPA) encourages the submission of pre-applications enquiries for minor and major schemes prior to the submission of a formal planning application.

4.3.2. There are several benefits in seeking pre-application advice. This includes:

- Providing an understanding of the relevant planning policies and other material considerations associated with a proposed development.
- Working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development, including, where relevant, the need to deliver improvements in infrastructure and affordable housing.

Norfolk Gardens, Bradford city centre.
Credit: Sweco

- Discussing the possible mitigation of the impact of a proposed development, including any planning conditions.
- Identifying the information required to accompany a formal planning application, thus reducing the likelihood of delays at the validation stage.
- Putting in place a Planning Performance Agreement (PPA) where this would help with managing the process and agreeing any dedicated resources for progressing the application.

4.3.3. It is mandatory for applicants to carry out pre-application consultation with the local community for applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres[4].

4.3.4. A pre-application engagement with the community for other types of proposals is not mandatory but is encouraged for larger scale schemes (major development). On submission of a major application, applicants will be required to submit a statement of community involvement detailing the extent of the pre-application consultation undertaken.

4.3.5. The LPA does not publicise pre-application enquiries with the public or allow public comments at pre-application stage. Unless agreed with the applicant, pre-applications are treated as confidential.

4 https://www.legislation.gov.uk/uksi/2015/595/article/3

4.4. Developer-led Community Engagement for Major Applications

4.4.1. For major development proposals, defined as schemes of 10 or more dwellings or non-residential floorspace of 1,000 square metres or more, the Council expects applicants to undertake meaningful community engagement before submitting a planning application. Early engagement allows communities to influence design decisions at a stage when changes can still be made and helps to identify and resolve issues before an application is formally submitted.

4.4.2. Applicants proposing major development should demonstrate how they have:

- Identified and engaged with affected communities, including residents, businesses, ward councillors, parish and town councils and relevant community groups, at an early stage in the design process;
- Provided accessible and understandable information about the proposals, including illustrative material such as plans, elevations and visualisations;
- Offered genuine opportunities for communities to provide feedback and raise concerns;
- Genuinely considered and responded to community feedback, explaining how comments have influenced the scheme design or, where concerns have not been addressed, providing clear reasons why;
- Documented the engagement process and outcomes in a Statement of Community Involvement submitted with the planning application

4.4.3. Community engagement undertaken by applicants may take a variety of forms, such as local exhibitions, public meetings, circulation of leaflets, use of social media or online engagement platforms or the creation of a dedicated website with a facility to make comments. The methods used should be appropriate to the scale and nature of the proposal and the communities likely to be affected.

4.4.4. The Council may refuse to validate planning applications for major development where the submitted Statement of Community Involvement fails to demonstrate that adequate pre-application community engagement has been undertaken. Effective pre-application engagement is a material consideration in the determination of planning applications and will be taken into account by officers when preparing their recommendation.

4.5. Application Stage

4.5.1. Once a planning application has been validated, the Council is required to undertake publicity and a formal period of public consultation prior to making a decision. This is prescribed in Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.[5]

4.5.2. There are many types of planning applications and the Council's published **Publicity Code of Practice** sets out publicity arrangements for planning applications, applications for listed building consent, the approval of reserved matters, certificates of lawfulness and prior approval applications. All residential properties that directly adjoin an application site will be notified. This is generally carried out by neighbour notification letters. Publicity can also comprise of a site notice and press advert depending on the nature and scale of the development proposed.

4.5.3. There are separate publicity arrangements for applications for:

- Permission in principle which are set out in the Town and Country Planning (Permission in Principle) Order 2017 (as amended)
- Listed buildings which are set out in the Listed Buildings and Conservation Area Regulations 1990 (as amended)
- Prior approval application which are set out in Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
- Planning applications requiring an Environmental Impact Assessment; these are set out within The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

4.5.4. Specific consultees are required to be consulted, and they have a duty to provide advice on development proposals. These bodies are known as Statutory Consultees. Examples include: Mining Remediation Authority; Historic England; Environment Agency; and Parish and Town Councils. The current full list of statutory consultees on applications for planning permission is detailed in **Appendix 3**, although this will depend upon the type of application and individual site constraints.

4.5.5. In addition to the Statutory Consultees, the LPA may also consider whether to engage other consultees who are likely to have an interest in a proposed development; these are known as Non-Statutory Consultees. Examples include the Forestry Commission, Civic Societies and/or trusts including and the Woodland Trust.

5 https://www.legislation.gov.uk/uksi/2015/595/contents

4.5.6. **Table 6** below provide a summary of the types of engagement tools for planning applications.

Table 6: Types of engagement tools for planning applications

Consultation Tools	Consultation Detail
Neighbour notification letters	• These will typically be sent out to all 'adjoining occupiers'. • 'Adjoining' in this sense means: any properties which share a boundary with the application site
Site notices and / or press notices	These will be used in the following circumstances: • applications subject to environmental impact assessment with an accompanying environmental statement • departures from the development plan • applications that affect a right of way as defined by the Wildlife and Countryside Act 1981 • development affecting the character or appearance of a conservation area • development affecting the setting of a listed building • applications for listed building consent • development where adjoining owners are not easily identifiable • major development. Site notices will be displayed in at least one location at or near to the site. Press notices will appear in an appropriate newspaper circulating in the area where the application site is located.
Weekly list	• A weekly list of all planning applications received is made available via the Public Access webpage on the website.

4.5.7. All planning applications can be viewed on the Councils website known as 'Public Access'.[6]

4.5.8. In summary, the public and any consultees are given a minimum of 21 days to comment on a planning application, which is extended to 30 days if the application is accompanied by an Environmental Impact Assessment. The timeframe for applications for Permission in Principle is shorter at 14 days. Bank and public holidays are not included within the minimum notification periods and additional days are added to reflect this.

4.5.9. Anyone can comment on an application even if they have not been directly consulted. Comments are welcomed by the Council via 'Public Access.[7] Alternatively you can send your comments by post to the Planning Office.

4.5.10. The Council takes the protection of your personal information seriously. When you submit comments on a planning application, your personal details such as your name, address, email address and telephone number are not published online or shared publicly. Only the content of your planning-related comments will be considered in the decision-making process

4.5.11. The Council recognises its duty to balance transparency in planning decision-making with the protection of personal data under the General Data Protection Regulation. All consultation responses received in connection with planning applications are recorded and considered by the case officer in preparing their recommendation.

The approach to publication of consultation responses depends on whether the response has been relied upon to a material extent by the decision-maker.

4.5.12. All consultation responses received on planning applications are reviewed by the case officer and taken into account in preparing their recommendation. Personal details such as names and addresses are not published in order to protect privacy.

The officer's report will summarize the key issues raised in consultation responses. Where the Council has relied upon consultation responses or technical submissions to a material extent in reaching its decision, those documents will be made available as background papers in redacted form, in accordance with the Council's transparency obligations. Background papers may be inspected at the Council's offices or by contacting the case officer.

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6 https://www.bradford.gov.uk/planning-and-building-control/planning-applications/view-planning-applications/

7 https://www.bradford.gov.uk/planning-and-building-control/planning-applications/view-planning-applications/

4.5.13. **Table 7** below sets out the statutory publicity requirements for planning permissions and listed building consent and conservation areas.

Table 7: Statutory Requirements — Applications and Publicity

Type of development proposed by planning application	Site Notice	Site Notice or Neighbour Notification Letter	Newspaper Advert	Website
Development where the application is accompanied by an environmental statement	Yes	Yes	Yes	Yes
Development that is a departure from the Development Plan	Yes	Yes	Yes	Yes
Development affecting a Right of Way	Yes	Yes	Yes	Yes
Major development	No	Yes	Yes	Yes
Minor development	No	Yes	Yes	Yes
Listed Building Consent (where works to the interior and exterior of the building are proposed)	Yes	No	Yes	Yes
Applications to vary or remove discharge conditions attached to a listed building consent or involving exterior works to a listed building. (The Council doesn't advertise discharge of conditions applications for listed buildings)	Yes	No	Yes	Yes
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.	Yes	Yes	Yes	Yes

4.5.14. The LPA will not normally consult on the following types of application as there is no statutory requirement to do so:

- Certificates of Lawfulness for proposed development
- Discharge of condition applications
- Non-material amendments
- Pre-application

4.6. Publication of Planning Obligations.

4.6.1. The Council will ensure that draft section 106 agreements and section 278 highway agreements are published on the planning register before planning permission is granted, in accordance with Article 40(3)(b) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This enables interested parties to review and comment on the proposed obligations before the decision is made. Officers will upload draft agreements to the planning register once they are substantially agreed and prior to the application being determined.

4.7. How to Submit Your Comments on a Planning Application

4.7.1. Through the online **public access portal** you can comment on a planning application on the 'Have Your Say' tab for that application. In order to comply with GDPR legislation and protect the privacy of contributors, comments are not displayed publicly. Comments and contributor details may be passed on to third parties (including the applicant) where this is legally required, for example at an Appeal.[8]

4.7.2. The LPA can only consider comments made that are directly related to the actual proposals. These are known as 'material considerations'. Consultation responses can support, object or suggest amendments to the proposed development.

4.8. How Decisions Are Made

4.8.1. The case officer will assess the information contained in the application against the relevant policies, guidance and other material considerations, together with any representations and consultation responses received. The case officer will prepare a report and make a recommendation as to whether permission should be granted subject to conditions or refused.

4.8.2. The Council's 'Scheme of delegation'[9] identifies who is allowed to make decisions about planning applications. In the vast majority of cases the formal decision to approve or refuse permission is taken by an area planning manager or senior planning officer who has delegated powers to act on behalf of the Council.

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8 The Council currently redacts the comments sent to applicants when at appeal.

9 https://www.bradford.gov.uk/planning-and-building-control/planning-applications/how-planning-decisions-are-made/

4.8.3. In other cases the application will be decided by the Planning Panel or the Regulatory and Appeals Committee. These comprise of locally elected members who meet approximately every month.

4.8.4. All applications to be discussed at a Planning Panel Meeting or Regulatory and Appeals Committee will be listed on the agenda which is published 5 working days before the meeting.

4.8.5. All interested parties who have commented on the application will be notified. They may wish to attend the meeting and may wish to speak. The LPA has guidance on its website for public speaking arrangements.[10]

4.8.6. Once an application has been determined, the Council will issue a decision notice detailing the final outcome. Any person who has formally commented on the application will be notified of the decision.

4.9. What Happens to Your Comments

4.9.1. All comments received on planning applications are carefully considered as part of the decision-making process. When you submit comments on a planning application, the following will happen:

- Your comments will be read in full by the case officer responsible for determining the application;
- Your comments will be considered alongside national and local planning policies, material planning considerations and all other representations received;
- Where your comments raise matters that are material to the planning assessment, they will be summarised and addressed in the officer's report to the decision-maker;
- Your comments will be retained on the planning file and may be shared with the Planning Inspectorate if the applicant or the Council subsequently lodges an appeal against the decision;
- You will be notified of the decision on the application once it has been determined.

4.9.2. The officer's report will explain how the key issues raised in consultation responses, including any concerns you have raised, have been taken into account in reaching the recommendation to grant or refuse planning permission. Where the decision differs from your view, the report will explain the planning reasons for that conclusion.

4.9.3. It is important to note that the number of objections or letters of support is not in itself a determining factor in planning decisions. Planning applications must be determined in accordance with the development plan unless material planning considerations indicate otherwise. The weight given to consultation responses depends on the planning merits of the points raised rather than the number of people making similar comments.

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10 https://www.bradford.gov.uk/planning-and-building-control/planning-applications/public-speaking-at-area-planning-panels-regulatory-and-appeals-committee/

4.10. Post Decision Stage

4.10.1. If an applicant disagrees with a decision from the Council, or if the Council has not determined an application in the statutory timeframe, there is the right of appeal. An appeal can also be made against an enforcement notice. There are seven grounds of appeal which are outlined in section 174(2) of the Town and Country Planning Act 1990.

4.10.2. Appeals are considered by the Planning Inspectorate[11]. Should an appeal be submitted to the Inspectorate this will be displayed on the Council website. Any member of the public who commented on the planning application will be notified of the appeal and informed of how the appeal will be dealt with. A copy of their comments will be sent to the Planning Inspectorate.

4.10.3. Further **guidance** has been issued by the Planning Inspectorate on making your views known on a planning, listed building or enforcement appeal.

4.10.4. There is no third-party rights of appeal against the determination of a planning application. This means that if permission is granted for an application, those who were not in support of it cannot appeal that decision. However, a legal challenge may be mounted if it is considered that we have not followed the correct procedures in determining the application or have not had regard to all the key material planning considerations. Any application for a legal challenge must normally be made within 6 weeks of a decision being made.

4.11. Planning Enforcement

4.11.1. The Council's approach when considering planning enforcement action, key priorities and details of the procedures that are followed can be found in the Council's **guide to enforcement.**

4.11.2. Complaints from members of the public will be treated as confidential, and details of the complainant will not be disclosed. However, if the matter proceeds to an appeal or when prosecution procedures are initiated the complainant's evidence may be required. The complainant will be contacted beforehand if this is the case.

4.11.3. While the Planning Service receives very high levels of complaints each year it aims to acknowledge complaints within 5 working days. All compliants are managed in strict accordance with the Council's approved priorities as set out in para 1.9.3 above.

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11 https://www.gov.uk/government/organisations/planning-inspectorate

5. Engagement

5.1. Helping People Engage in Planning

5.1.1. Planning Aid England (PAE) is funded by the Royal Town Planning Institute (RTPI) and offers a range of planning services and support in order to empower individuals and communities to engage in the planning process. The organisation is guided by the following key principles:

Being clear and knowledgeable

- We aim to explain what is and what isn't possible in relation to planning.

Being collaborative and supportive

- We aim to understand your needs and always try to address them in relation to planning.

Being volunteer-led

- Our work is delivered by over 300 dedicated volunteers who are supported by a small staff team. All our volunteers are members of the RTPI and have a range of skills, interests and expertise.

Being independent

- PAE is funded by the RTPI, a registered charity. It is separate from both central and local government and provides completely independent and impartial professional planning advice.

5.1.2. Planning Aid England (PAE) provides advice and guidance on all aspects of the planning system depending on individual needs and eligibility for further support. PAE can help individuals to:

- Understand how the planning system works
- Comment on planning proposals
- Get involved in the preparation of your Local Plan
- Participate in neighbourhood planning
- Apply for planning permission or appeal against the refusal of permission

5.2. P A E Contact Information

5.2.1. Box 2 below provides information on contact information for PAE.

PAE Contact Information

Planning Aid England

- www.rtpi.org.uk/need-planning-advice/planning-aid-england/
- Contact online: www.planningaid.co.uk/hc/en-us/requests/new
- Postal address: Planning Aid England, RTPI, 41 Botolph Lane, London EC3R 8DL

5.3. Unlocking Engagement

5.3.1. The Council is seeking to engage more effectively with under-represented groups through:

- **Generally** — engage the services of PAE and neighbourhood partners in expanding the interest and options to engage in planning across Bradford's communities with a particular focus on under-represented groups.
- **Specifically**

  a) Continue to engage with the Bradford Youth Service and networks on plan-making and planning policies. In November 2022, the Council launched our 'Child Friendly Bradford District' initiative. This approach, rooted in Article 12 of the United Nations Convention of the Rights of the Child, states that children and young people should have a voice and influence when adults make decisions that affect their lives. Being clear on the right to a voice and clarity on age not being barrier to comments on consultations and through the use of software.

  b) Widen engagement through neighbourhood partnerships including direct in community events and through attending existing events.

  c) Connect to community leaders, advocates and champions within local communities.

  d) tackle gender biases in design and engaging with Women in Planning, Muslim Women's Council and West Yorkshire Police on design elements for safety.

5.3.2. The council will consult with a variety of community groups, networks and organisations to involve as many people as possible in planning consultations. This will involve tailored communication styles, accessible locations, outreach work and digital methods of engagement.

5.4. Monitoring Engagement

5.4.1. The Council will actively monitor the success of its community involvement techniques. This will ensure that the procedures are achieving an effective level of representation amongst the community and that they are making best use of resources. The Council will consider revising the SCI feedback reveals that particular consultation methods are not achieving effective engagement of that certain groups remain underrepresented in planning processes, the Council will consider revising the SCI or making interim changes to its consultation approach. This will not preclude any minor adjustments to the methods of consultation, or updates to the consultation database. Significant changes will be communicated clearly to stakeholders and reflected in updated guidance on the Council's website.

5.4.2. The SCI will be reviewed in line with statutory requirements as a minimum and where practical a series of comparative and measurable engagement targets will be set for relevant consultations (local plan for example).

6. Glossary of Terms

Artificial Intelligence (AI)

AI refers to machines, computers or services being able to perform tasks that typically require human intelligence. It includes things like learning, problem-solving, understanding natural language, and adapting to new information.

Annual Monitoring Report (AMR)

This is a report that the Council prepares as part of the Local Plan. The report annually assesses the extent to which policies in Local Development Documents are being achieved.

Assistive Technology

Assistive technology is used to describe products or systems that support and assist individuals with disabilities, restricted mobility or other impairments to perform functions that might otherwise be difficult or impossible.

Community Infrastructure Levy (CIL)

This is a levy that local authorities can choose to charge on new developments in their area. The money collected can be used to support development by contributing towards the funding of infrastructure that the Council, local community and neighbourhoods want or need.

Community Right to Build Order (CRTBO)

This is a type of Neighbourhood Development Order and forms one of the neighbourhood planning tools introduced in the Localism Act 2011. It can be used to grant outline or full planning permission for specific development which complies with the order.

Development Plan Document (DPD)

These are Local Development Documents that are part of the Local Plan. They form the statutory development plan for the district and are subject of an independent examination. They include the following: Core Strategy, Site Allocations, Area Action Plans, and a Proposals Map.

Equality Impact Assessment (EQIA)

This is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people within society.

General Consultation Bodies

General consultation bodies as set out under the Town and Country Planning (Local Planning) (England) Regulations 2012 Part 1 (2), as amended.

Habitats Regulations Assessment (HRA)

A formal assessment by the Council of the impacts of the Local Plan on the integrity of a Natural 2000 Site (a Special Protection Area (SPA), Special Area for Conservation (SAC) or proposed SPAs or Ramsar sites).

Health Impact Assessment (HIA)

This is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people within society with regards to health matters.

Local Development Document (LDD)

These are the individual documents that make up the Local Plan. They comprise of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Plan

This is presently a portfolio of Local Development Documents, as set out in the Local Development Scheme that together provide the framework for delivering the spatial planning strategy for the District. The Local Plan is moving to a single plan format.

Local Development Scheme (LDS)

This is a three-year rolling work programme setting out the Council's timetable for preparing each Local Development Document. The scheme is revised annually in light of outcomes from the Annual Monitoring Report and published on the Council's website.

Major development

Defined as 10 or more dwellings or where the number of residential units is not given in the application, a site area of 0.5 hectares or more. For all other developments the creation of 1000 square meters or more floorspace or where the site area is 1 hectare or more.

Minor development

Defined as between 1 and 9 dwellings or where the number of residential units is not given in the application, a site area of less than 0.5 hectare. For all other developments the floorspace to be built is less than 1,000 square meters or the site area is less than 1 hectare.

National Planning Policy Framework (NPPF)

The NPPF set out government's planning policies for England and how these are expected to be applied. The Framework should be read in conjunction with the Government's planning policy for traveller sites, and its planning policy for waste.

National Planning Practice Guidance (NPPG)

The NPPG provides further technical guidance on a wide range of planning policy considerations and is now an online resource.

Neighbourhood Development Order (NDO)

This can grant planning permission for specific type or types of development in a specific neighbourhood area or grant planning permission outright or subject to conditions.

Neighbourhood Development Plan (NDP)

The Localism Act (2011) will allow Neighbourhood Forums and Parish Councils to use new neighbourhood planning powers to establish general planning policies for the development and use of land in their area. This will be known legally as a Neighbourhood Development Plan.

Permitted Development Rights

Permitted development rights apply to certain types of work that can be performed without the need to apply for planning permission. They derive from a general planning permission granted not by the local planning authority but by Government.

Special Area of Conservation (SAC)

Areas which have been given special protection under the European Union's Habitats Directive. They provide increased protection to a variety of wild animals, plants and habitats and are a vital part of global efforts to conserve the world's biodiversity.

Special Protection Area (SPA)

Areas which have been identified by the European Commission as being of international importance for certain breeding, feeding, wintering or migration of rare and vulnerable species of bird populations found within the EU countries. They have statutory protection under the EC Directive for the Conservation of Wild Birds 79/409.

Specific Consultation Bodies

Specific consultation bodies as set out under the Town and Country Planning (Local Planning) (England) Regulations 2012 Part 1 (2), as amended.

Statement of Community Involvement (SCI)

The SCI is a statutory document that sets out how and when the Council will carry out consultation and effectively engage with communities in carrying out its planning duties.

Strategic Environmental Assessment (SEA)

This is a generic term used internationally to describe the environmental assessment of policies, plans and programmes, as originally required by European Directive (EU Directive 2001/42/EC) and transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (as amended through EU Exit legislation), or SEA Regulations. An integrated approach to SEA and the Sustainability Appraisals will be required to avoid duplication in the plan making process.

Supplementary Planning Document (SPD)

These documents provide supplementary guidance to policies and proposals contained in Development Plan Documents. They do not however form part of the statutory plan, nor are they subject of independent examination, but are bound by statute and secondary legislation.

The Grove, Ilkley

7. Appendices

Please note: These technical appendices may be subject to minor changes over the lifetime of the SCI to reflect operational, legal and regulatory updates. Any changes will be clearly communicated.

Appendix 1 — Access to Information

Council's principal offices during normal office hours and main libraries

Council Offices:

- City Hall Customer Service Centre, Centenary Square, Bradford, BD1 1HY
- Keighley Town Hall, Bow Street, Keighley, BD21 3PA

District Libraries:

- Bradford City Library, Centenary Square, Bradford, BD1 1SD
- Bradford Local Studies, Margaret McMillian Tower, Princess Way, Bradford, BD1 1NN
- Bingley Library, 5 Rise Shopping Centre, Bingley, BD16 1AW
- Ilkley Library, Station Road, Ilkley, LS29 8HA
- Keighley Library, North Street, Keighley, BD21 3SX
- Shipley Library, Wellcroft, Shipley, BD18 3QH

Copies of Local Plan documents will also be made available for inspection in local/community libraries where the content of that document is specific or relevant to a local area.

Appendix 2 — List of Stakeholders

Section 4 outlined the various categories of stakeholder groups[1] who may engage in planning policy. These categories reflect those set out in the planning legislation.

- **Specific consultation bodies** — groups with expertise in particular subject;
- **General consultation bodies** — groups that represent the interests of certain groups (i.e. age groups); recognised voluntary groups; and bodies that represent business in the District;
- **Other consultation bodies** — those who have an interest in planning; local representative bodies and local communities who have actively engaged in the preparation of the Local Plan and other planning documents.

Specific Consultation Bodies

The bodies identified below must be consulted under the Town and Country Planning (Local Development) (England) Regulations 2012. The following agencies/bodies will be consulted as a matter of course on all Local Plan and Neighbourhood Plan Documents, and, where relevant Supplementary Planning and other planning documents.

- Mining Remediation Authority
- the Environment Agency
- the Homes and Communities Agency (now called Homes England)
- the Historic Buildings and Monuments Commission for England (previously known as English Heritage and now Historic England)
- The Marine Management Organisation (the district is not close to the coast and does not propose to consult with this body.)
- Natural England
- a neighbourhood forum any part of whose area is in, or adjoins, the local planning authority's area
- Network Rail Infrastructure Limited (company number 2904587)
- a strategic highways company (for the time being appointed under Part 1 of the Infrastructure Act 2015) any part of whose area is in or adjoins the area of the local planning authority (known as National Highways) where the Secretary of State is the highway authority for any highway in the area of the local planning authority, the Secretary of State for Transport
- an integrated care board established under Chapter A3 of Part 2 of the National Health Service Act 2006 (known as NHS West Yorkshire Integrated Care Board)
- NHS England
- a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
- a person to whom a licence has been granted under section 7(2) of the Gas Act 1989
- a sewerage undertaker

1 Names of stakeholder groups may be subject to change

- a water undertaker
- A relevant authority any part of whose area is in or adjoins the Local Planning Authorities area, including:
  - Calderdale Metropolitan District Council
  - North Yorkshire Council
  - Harrogate District Council
  - Kirklees Metropolitan District Council
  - Lancashire County Council
  - Leeds City Council
  - Pendle Borough Council
  - Wakefield Council
  - Yorkshire Dales National Park Authority

General Consultation Bodies

Officially named bodies	Further Detail
Combined Authority	West Yorkshire Combined Authority
Town and Parish Councils in the Bradford District (19):	• Addingham Parish Council • Baildon Parish Council • Bingley Town Council • Bradford Trident Community Council • Burley-in-Wharfedale Parish Council • Clayton Parish Council • Cross Roads Parish Council • Cullingworth Village Council • Denholme Town Council • Harden Village Council • Haworth with Stanbury Village Council • Ilkley Town Council • Keighley Town Council • Menston Parish Council • Oxenhope Parish Council • Sandy Lane Parish Council • Silsden Town Council • Steeton-with-Eastburn Parish Council • Wilsden Parish Council • Wrose Parish Council

General Consultation Bodies (continued)

Officially named bodies	Further Detail
Town and Parish Councils in Adjoining Local Authorities:	• Bradleys Both Parish Council (NYC) • Cononley Parish Council (NYC) • Cowling Parish Council (NYC) • Draughton Parish Council (NCC) • Drighlington Parish Council (Leeds CC) • Farnhill Parish Council (NYC) • Gildersome Parish Council (Leeds CC) • Glusburn and Crosshills Parish Council (NYC) • Laneshaw Bridge Parish Council (Pendle BC) • Mid Wharfedale Parish Council (NYC - Comprising: Askwith, Denton, Middleton, Nesfield with Langbar and Weston) • Otley Town Council (Leeds CC) • Sutton-in-Craven Parish Council (NYC) • Trawden Forest Parish Council (Pendle BC) • Wadsworth Parish Council (Calderdale BC)
Local Policing Body	• Police and Crime Commissioner • West Yorkshire Police
Voluntary bodies some or all of whose activities benefit any part of the District	No specific detail
Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area	No specific detail
Bodies which represent the interests of different religious groups in the local planning authority's area	No specific detail
Bodies which represent the interests of disabled persons in the local planning authority's area	No specific detail
Bodies which represent the interests of persons carrying on business in the local planning authority's area	No specific detail

Other Consultees

The Council maintains a database which includes local individuals, organisations, agents, landowners and businesses that have indicated they wish to be actively engaged in plan-making in Bradford. This is an amalgamated database of Stay Connected and Planning Policy contacts.

Everyone on the database will be notified of any public consultation on local plans.

Anyone can request to be added or removed from the database. Individuals and groups who respond to a consultation on local plan are automatically added to the database unless they expressly opt out.

Appendix 3 — Statutory Consultees on Applications for Planning Permission

Statutory Consultee	Legal Source
Canal and River Trust	Schedule 4(za) Development Management Procedure Order
Mining Remediation Authority	Article 26 and Schedule 4(o) Development Management Procedure Order
Control of major-accident hazards competent authority (COMAH)	Schedule 4(zb) Development Management Procedure Order
County Planning Authorities	Paragraph 7 of Schedule 1 to the Town and Country Planning Act 1990, Article 21 Development Management Procedure Order and Schedule 4(b)(c) Development Management Procedure Order
Crown Estates Commissioners	Article 26 Development Management Procedure Order
Department for Business, Energy and Industrial Strategy	Article 26 Development Management Procedure Order
Environment Agency	Schedule 4(p)(t)(u) (v)(zc)(zd) Development Management Procedure Order
Forestry Commission	Paragraph 4 of Schedule 5 of Town and Country Planning Act 1990
The Gardens Trust	Schedule 4(s) Development Management Procedure Order and see also guidance on conserving and enhancing the historic environment
Greater London Authority	Mayor of London Order 2008 (as amended)
Health and Safety Executive	Schedule 4(e) and (in relation to applications for planning permission made on or after 1 August 2020 (zg) Development Management Procedure Order, see also guidance on hazardous substances and advice for local planning authorities on consulting Health and Safety Executive on planning applications; and paragraph 113 of guidance on minerals

Statutory Consultees on Applications for Planning Permission (continued)

Statutory Consultee	Legal Source
Highways Authority (including Highways England) now National Highways	Schedule 4(g)(h)(i) Development Management Procedure Order
Historic England	Schedule 4(g)(r)(s) Development Management Procedure Order and see also guidance on conserving and enhancing the historic environment
Lead local flood authority	Schedule 4(ze) Development Management Procedure Order
Local Planning Authorities	Schedule 4(b)(c), Article 19 and Article 24 Development Management Procedure Order, Paragraph 4(2) Schedule 1 and Paragraph 7 of Schedule 1 of the Town and Country Planning Act 1990 and Paragraph 3(b) of Schedule 4 to the Planning (Listed Buildings and Conservation Areas) Act 1990
National Parks Authorities	Schedule 4(a) Development Management Procedure Order
Natural England	Schedule 4(w)(y)(zb) Development Management Procedure Order and Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990
Office for Nuclear Regulation	Schedule 4(f) Development Management Procedure Order and see also deciding planning applications around hazardous installations guidance
North Sea Transition Authority	Article 26 Development Management Procedure Order
Parish Councils	Article 25 Development Management Procedure Order and Schedule 4(d) Development Management Procedure Order
Rail Infrastructure Managers	Article 16 Development Management Procedure Order
Rail Network Operators	Schedule 4(j) Development Management Procedure Order and see also guidance on transport
Sport England	Schedule 4(z) Development Management Procedure Order and see also guidance on open space, sports and recreation facilities
Toll Road Concessionaries	Schedule 4(m) Development Management Procedure Order
Water and sewage undertakers	Schedule 4(zf) Development Management Procedure Order

Appendix 4 — Duty to Co-operate Consultation Bodies

Neighbouring authorities:

- Calderdale Council
- Craven District Council
- Harrogate District Council
- Kirklees Council
- Lancashire County Council
- Leeds City Council
- North Yorkshire Council
- Pendle District Council
- Yorkshire Dales National Park Authority

The relevant prescribed bodies for Bradford prescribed for the purposes of section 33A(1)(c) of the Planning and Compulsory Purchase Act 2004, as amended, are—

- the Environment Agency;
- the Historic Buildings and Monuments Commission for England (known as English Heritage and now Historic England);
- Natural England;
- the Civil Aviation Authority;
- the Homes and Communities Agency (now called Homes England)
- each integrated care board established under Chapter A3 of Part 2 of the National Health Service Act 2006;
- NHS England;
- the Office of Rail and Road;
- each Integrated Transport Authority
- each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority);
- The bodies prescribed for the purposes of section 33A(9) of the Act are—

  a) each local enterprise partnership; and

  b) each local nature partnership.

- In this regulation—

  "local enterprise partnership" means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area; and "local nature partnership" means a body, designated by the Secretary of State, which is established for the purpose of protecting and improving the natural environment in an area and the benefits derived from it.

Additional duty to cooperate partners:

- West Yorkshire Combined Authority (WYCA)

Contact

Department of Growth

City of Bradford Metropolitan District Council
Britannia House,
Broadway,
Bradford,
BD1 1HX

bradford.gov.uk

The wording in this publication can be made available in other formats such as large print and Braille. Please call 01274 431 000

All information correct at time of publication

Bradford Council Statement of Community Involvement (2025-30)

City of BRADFORD METROPOLITAN DISTRICT COUNCIL