

# Wigan Local Development Framework



## **Statement of Community Involvement** Draft Submission SCI







## Contents

SECTION	<b>ONE</b>	Introduction	<b>1</b>
SECTION	<b>TWO</b>	The new planning system	<b>2</b>
SECTION	<b>THREE</b>	Strategy for community involvement	<b>3</b>
SECTION	<b>FOUR</b>	Who will we involve in preparing the Local Development Framework?	<b>6</b>
SECTION	<b>FIVE</b>	How will we involve you in preparing the Local Development Framework?	<b>10</b>
SECTION	<b>SIX</b>	When will we involve you in preparing the Local Development Framework?	<b>14</b>
SECTION	<b>SEVEN</b>	How will we deal with your representations and feed back our responses?	<b>18</b>
SECTION	<b>EIGHT</b>	The role of community involvement in Development Control	<b>19</b>
SECTION	<b>NINE</b>	Resource implications	<b>24</b>
SECTION	<b>TEN</b>	Reviewing the Statement of Community Involvement	<b>24</b>
SECTION	<b>ELEVEN</b>	How to get help with planning issues	<b>25</b>

## Appendices

<b>APPENDIX A</b>	What is a Local Development Framework?	<b>26</b>
<b>APPENDIX B</b>	Guide to the planning documents referred to and the abbreviations used	<b>28</b>
<b>APPENDIX C</b>	What is the test of 'soundness'?	<b>30</b>
<b>APPENDIX D</b>	Consultees for the Local Development Framework	<b>32</b>
<b>APPENDIX E</b>	List of standard Development Control consultees	<b>34</b>
<b>APPENDIX F</b>	Access to information & how to contact us	<b>35</b>
<b>APPENDIX G</b>	Ward and Township map	<b>37</b>







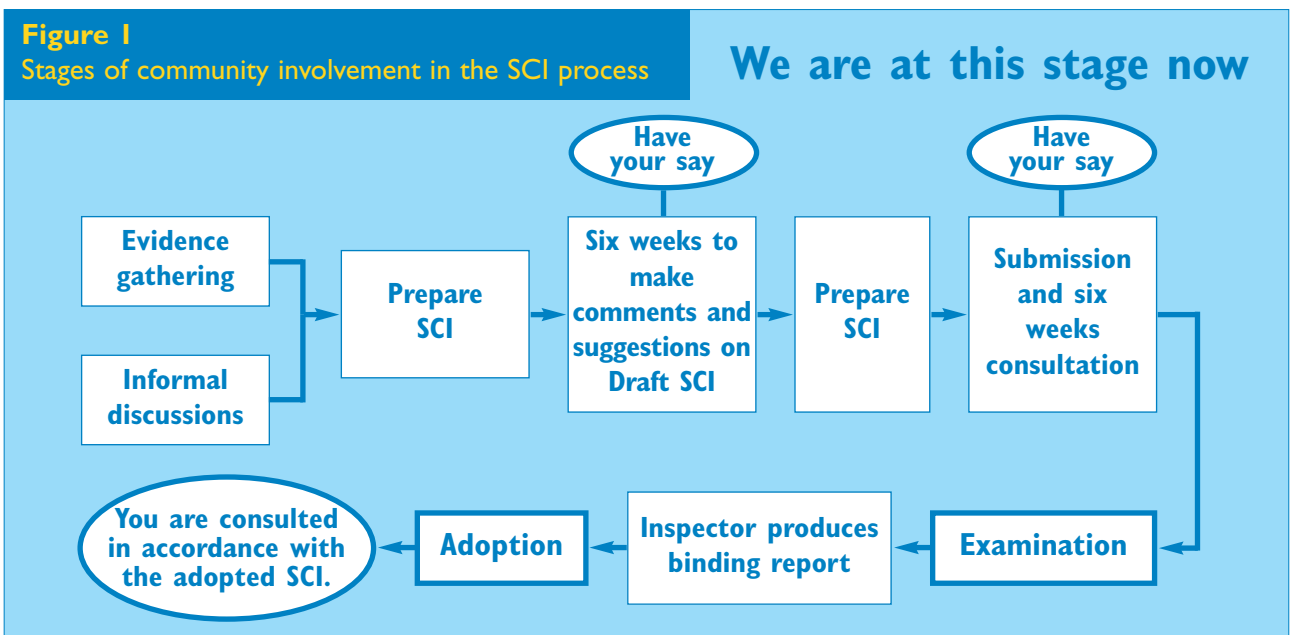
ONE

# Introduction

- 1.1 The government has introduced a new development plans system. It has a much greater emphasis on involving communities earlier and more fully than before. Section 2 introduces the new development plans system and there is more detail in Appendix A. Appendix B is a handy guide to the abbreviations used.
- 1.2 This Statement of Community Involvement (SCI) is a key part of the new development plans system. It sets out the council's proposals for public participation in both the 'plan making' process and the process of considering planning applications for proposed development.
- 1.3 Planning shapes the places that people live and work in. It is therefore right that people should have the opportunity to participate.
- 1.4 This draft SCI represents your first opportunity to get involved. Please

take time to read it and let us know what you think about our approach to community involvement.

- 1.5 This document is a revised draft SCI for submission to the Secretary of State and formal public participation for 6 weeks. At the public participation stage, from 5.00 pm on Thursday 20 October to 5.00 pm on Thursday 1 December 2005, you will have an opportunity to have 'your say' on the soundness of the SCI (refer to Appendix C for detail on the 'test of soundness'). An independent person from the Planning Inspectorate will consider your representations. The council will have to accept his or her recommendations.
- 1.6 Once this SCI has been adopted the council will comply with the requirements for consultation that are set out within it when preparing the various Local Development Documents (LDDs) and related documents that make up the Local Development Framework (LDF) and in consulting on planning applications.





## TWO

# The new planning system

- 2.1 The Planning and Compulsory Purchase Act 2004 introduced a substantially different development planning system. The changes apply to national, regional and local planning.
- 2.2 At the national level, the Government's planning policy framework is being set out in a series of Planning Policy Statements (PPSs), which in time will replace all Planning Policy Guidance notes (PPGs).
- 2.3 At the regional level, Regional Planning Guidance (RPG) for the North West has become the Regional Spatial Strategy (RSS) and is now part of the statutory development plan for the borough. By 2007 it will be replaced by a new RSS prepared in line with the requirements of the 2004 Act.
- 2.4 At the local level, a new Local Development Framework (LDF) will replace the council's Unitary Development Plan (UDP).
- 2.5 The new system takes a broader-based approach called 'spatial planning'. Spatial planning is about an integrated strategy with a clear vision for the future of the borough, with commitment by all relevant agencies. As noted, Appendix B is a short

guide to these abbreviations and the documents concerned.

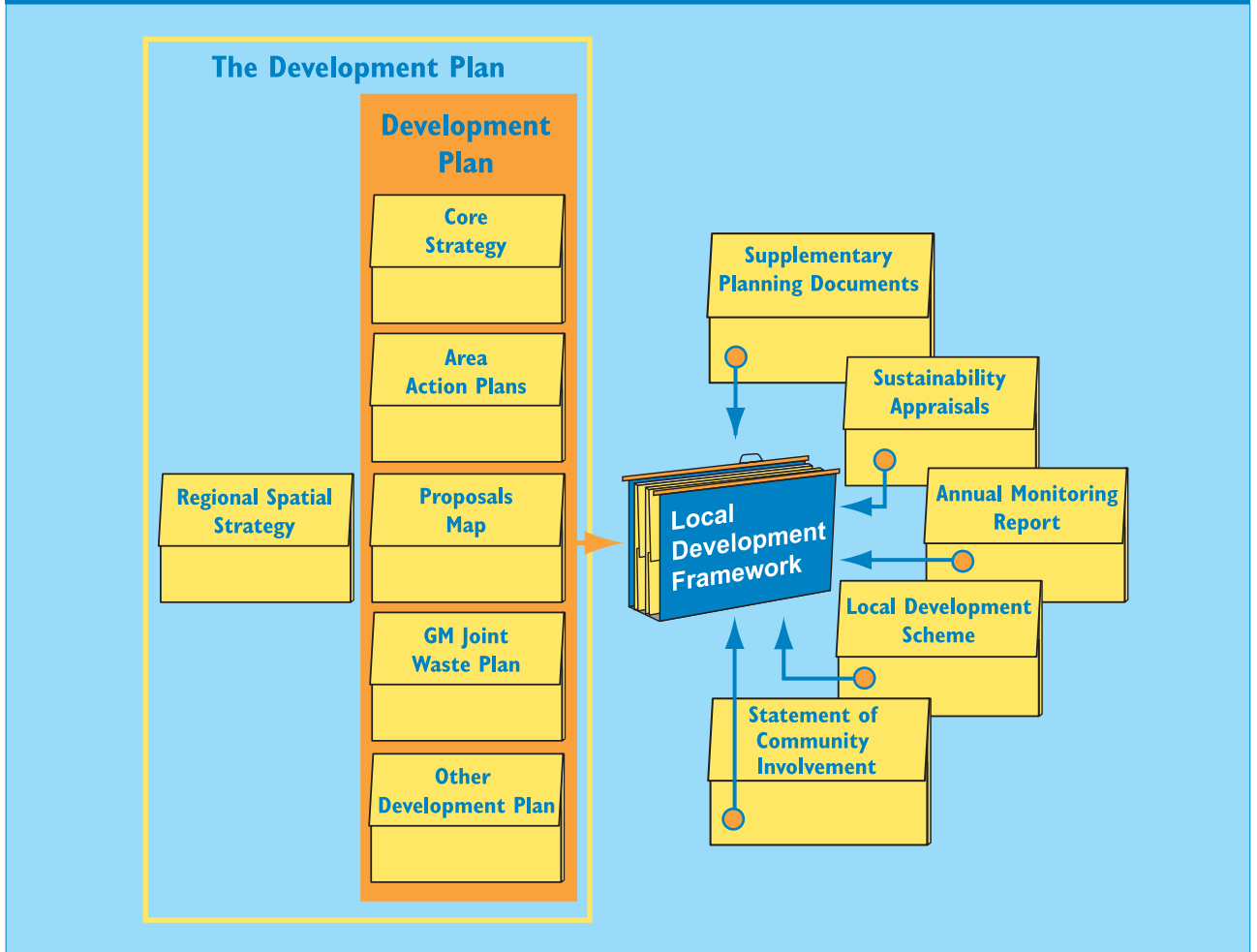
## What is a Local Development Framework?

- 2.6 Unlike the UDP, which is one big plan covering the whole of the borough, the LDF will be a collection of separate plans or documents as shown below. Together with the Regional Spatial Strategy for the North West, the LDF will eventually replace the UDP to provide a complete planning strategy for the whole of the borough, setting out the requirement for new housing, employment and shopping development and safeguarding our environmental assets. Figure 2 illustrates the plans and documents of the LDF and Appendix A describes them in more detail.

## The Local Development Scheme

- 2.7 A 3 year programme for preparing the documents of the LDF is set out in the council's Local Development Scheme (LDS). The first Wigan LDS has been produced and can be viewed at council offices and libraries or on the council's website at:  
[www.wiganmbc.gov.uk/pub/planning/pages/localdevscheme.htm](http://www.wiganmbc.gov.uk/pub/planning/pages/localdevscheme.htm).

**Figure 2**  
The Local Development Framework



**THREE**

## Strategy for community involvement

- 3.1 The planning system already provides many opportunities for local people to participate in key decisions about their area. However, we want to build on these strong foundations.
- 3.2 An accessible and transparent system, which provides continuing opportunities for local people to participate, is essential to deliver the Government’s objective of creating inclusive, accessible, safe and

sustainable communities. Source: Community Involvement in Planning: the Governments Objective’s (ODPM, 2004).

- 3.3 In preparing this draft SCI, full regard has been had to the extensive advice and guidance provided by Government. It follows the process set out in the Town and Country Planning (Local Development) (England) Regulations 2004; Planning Policy Statement 12: Local Development Frameworks and Creating Local Development Frameworks: A Companion Guide to PPS12 (2004). It also takes



account of other guidance as set out in Community Involvement in Planning: the Governments Objective's, Statements of Community Involvement and Planning Applications (2004) and The Good Practice Guide on Equality and Diversity in Planning (2005).

## The Community Plan

3.4 The Community Plan for Wigan Borough (2005) is prepared by the Wigan Borough Partnership (comprising representatives of the public, private, voluntary and community sectors). It brings together in one plan all key ideas and aspirations for the future of the borough.



3.5 The Local Development Framework, including this draft SCI, has to accord with the Community Plan. It is also a key mechanism for delivering the 'spatial' and land use elements of the Community Plan. One of the main aims of the Community Plan is to encourage people to involve themselves in decisions about the borough's future. Involvement in the LDF will be one way of doing this.

## The Corporate Consultation Strategy 2004 and Consultation Toolkit

3.6 The council has also produced a Corporate Consultation Strategy and Consultation Toolkit (2004). The Consultation Strategy sets out the council's overall policies for consulting on its activities and plans. The Consultation Toolkit sets out good practice on who, how, why, when and where to consult. This draft SCI accords with these documents.

## Our commitment to community involvement

3.7 Our commitment is to be more proactive and co-ordinated in our approach so as to encourage effective community involvement in the planning system. Whilst our resources are not unlimited, we will seek to use more effective techniques wherever possible, when it will result in greater involvement. Table 2 refers to these techniques such as workshops, focus groups and the Borough Life magazine.

3.8 The council will also seek to link community involvement on an LDD with consultation exercises on related strategies and programmes being undertaken by the council or its partners in the Wigan Borough Partnership. Similarly, through careful project management in the LDS, we will seek to link community involvement on different LDDs. This should maximise



the effectiveness of community involvement by enabling the council to make effective use of its resources and minimising the potential for ‘consultation fatigue’ amongst the community.

involve them and making clear the level of influence on decisions.

## The guiding principles

3.9 We have identified 9 guiding principles to underpin our approach. These are based on Government’s principles for community involvement.

- **Frontloading of involvement** - ensuring that communities are engaged at the earliest possible opportunity, enabling participation at a time when ideas can influence decisions.
  - **Inclusiveness** - ensuring that everybody interested or affected by a decision has the opportunity to participate and making particular effort to involve ‘hard to reach’ groups.
  - **Appropriateness** - giving communities the information they need in an appropriate form and ensuring that arrangements are made on a clear understanding of community needs and experience.
  - **Accessibility** - providing a variety of opportunities for community and stakeholders to be involved and keeping communities up to date with key stages.
  - **Transparency** – being clear about who we will involve and when we will
- **Timeliness** – ensuring that consultation is fit for purpose and promotes speed and participation.
  - **Openness** – setting out a stringent process for reporting back to people and being clear about how and why people’s contributions have or have not influenced decisions.
  - **Planning for involvement** – demonstrating that community involvement can be properly resourced and managed, making use of existing community involvement processes to ensure timescales are met.
  - **Continuous improvement** - allowing us to review the effectiveness of the SCI and make alterations where shortfalls are identified.



## FOUR

# Who? Who will we involve in preparing the Local Development Framework?

- 4.1 There are a range of organisations and individuals who may have a role or interest in shaping the planning of the borough.
- 4.2 Government regulations prescribe minimum consultation standards that the council must meet, including specific bodies who must be consulted. We will aim to exceed these standards where possible so as to reach more people and organisations than are currently involved.
- 4.3 We recognise that different sectors of Wigan's community will have different values and needs. This will influence the way in which we seek to involve different groups and individuals.
- 4.4 In broad terms there are seven groups of bodies and individuals that we need to involve. These are outlined briefly below and in more detail in Appendix D.

### Statutory consultees

- 4.5 Bodies that we are required to consult by government regulations are known

as statutory consultees. We will consult these on the preparation and revision of all documents when the proposed subject matter affects them or could affect them.

- 4.6 We will also liaise and consult with the Government Office for the North West at all key stages throughout the preparation and revision of LDDs, and with other Government departments as appropriate.

### Elected representatives

- 4.7 Members of Parliament, Members of European Parliament and local councillors all have an interest in the development of the borough and the views of the communities they serve.
- 4.8 We will also consult Parish Councils in and adjacent to the borough on all LDDs that may affect their area.

### The general public

- 4.9 This includes people living in, working in or visiting the borough. We will engage with the public using a variety of methods and will endeavour to reach as wide a range of the general public as possible.

### Businesses

- 4.10 This includes local, regional and national businesses who have a business located



in the borough or have business interests in the borough.

## Landowners, developers and agents

4.11 Landowners, developers and their agents have a direct interest in the future development of the borough.

## The Wigan Borough Partnership

4.12 The Wigan Borough Partnership is our Local Strategic Partnership (LSP). It comprises representatives of the public, private, voluntary and community sectors, including the council itself. It has 4 main elements of which there is further information in Appendix D:

- **The Board of Wigan Borough Partnerships** – which includes representatives from each of the Thematic Partnerships, Townships and other key sectors and organisations. The Board takes the role of the Local Strategic Partnership.
- **7 Thematic Partnerships** - these are active partnerships each dealing with key issues. The partnerships include representatives from all the major public sector agencies as well as community and voluntary sector groups.
- **10 Township Forums** – in each of the 10 Townships in the borough there is a

Forum that works as a partnership, bringing people together to look at key issues. The Forums include members from community groups, agencies, councillors, businesses and organisations.

- **ENCOMPASS (Community network)** - includes a series of network groups reflecting different sectors and interests. It forms a central route for local communities to have a voice in partnership working.

4.13 Additionally, a number of community or neighbourhood committees have been established, initially to help deliver regeneration programme objectives. These committees do not fit neatly within one of the above categories but are an important element of partnership work in the borough.



4.14 Through working with the partnerships, we can ensure that all sectors of community are involved. We will use existing partnership consultation mechanisms wherever possible, to engage a diverse range of communities in the borough including 'hard to reach groups'.



## Other interest groups and organisations

- 4.15 We will try to reach local groups and organisations who are not covered under one of the other headings.

## Our Community Engagement Database

- 4.16 As a starting point we have a record of over 1,200 individuals and organisations who have made representations on the draft Replacement Unitary Development Plan. All of these have been given the opportunity to register their interest in getting involved in the new LDF system, including this draft SCI. We have received over 500 responses to date, which have been added to our new 'community engagement database'. Key members of bodies operating within the borough are also recorded in the new database. We will be contacting all those on the database in the near future to identify what their key interests are, so that we can more effectively target our direct mailing.
- 4.17 The database will be subject to ongoing review when new stakeholders come to our attention, or when details change. It will also be subject to a complete review annually to ensure that people and groups still want to be registered and that their details and interests are up to date. It will be the responsibility of groups and individuals to inform us of any changes so that we can update and effectively manage the database.

- 4.18 If you get involved at any stage, we will add your contact details to this list so we can keep you informed, unless you ask otherwise.

## Involving 'hard to reach' groups

- 4.19 Sectors of the community that sometimes find it hard to be engaged in the planning process are commonly referred to as 'hard to reach' groups.
- 4.20 It is important that the views of the whole community are represented in the LDF process. There are 302,000 people in the Wigan Borough of which 49% are male and 51% female. 19% of Wigan's population are children aged 0 -14 years and 12% young adults aged 15 – 24 years. Of a working population of 62%, 30% are working age men and of these, one quarter have poor literacy and numeracy. Almost 15% of the community are at retirement age of 65 years and over. Wigan Borough has a Black and Minority Ethnic population of 1.3%. It will sometimes be more difficult to engage with some individuals and groups than others. However, we will look to involve all sectors of the community in a way that understands their needs.
- 4.21 Sectors of the community that are not easily engaged in the planning process may include :
- people with a disability;



- people from black and minority ethnic groups;
- women with pre-school children;
- young people;
- the homeless;
- working age men;
- elderly people;
- people with low literacy.



- we recognise that some people are unable to read and write well and we will be flexible in our approach to enable them to communicate with us, for example, on a one to one or through a third party or by audio recording;
- identify other groups and organisations and engage with them directly;
- make contact with schools, colleges and youth clubs;
- make documents and information available at a wide variety of locations and in alternative formats such as large print, braille and in a number of languages;
- produce simplified forms and summaries where appropriate and in eye catching design.

4.22 To involve these individuals or groups we will take the following action during the stages of plan preparation as appropriate:

- advertise in relevant publications, for example, 'Borough Life', Township newsletters, ethnic minority press;
- place information boards at local community centres where appropriate
- promote involvement via carers groups, through disability groups or via the community network groups and voluntary groups, for example, through the partnership approach;

4.23 In preparing and reviewing LDDs, we will ensure that care is taken to comply with the requirements of the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995 and other relevant legislation.

4.24 We have a robust Equal Opportunities and Diversity Policy and will monitor the SCI to ensure it conforms to its standards.



## FIVE

# How? How will we involve you in preparing the Local Development Framework?

## Techniques and methods for community involvement

5.1 The first step in involving you is to find out what is the most appropriate method of doing this. The extent of the community involvement and methods to be undertaken at each of the stages set out in Section 6 will vary upon the intended outcomes of each stage, whether we want to:

- **Inform** –providing information to assist the community in understanding the issues, alternatives or decisions and providing opportunities to get involved;
- **Consult** – asking and finding out about feelings and attitudes on particular issues or approaches, obtaining views and providing feedback on analysis, alternatives or decisions;
- **Participate** – working with the community to identify issues and options and participate in decisions.

5.2 The techniques and methods for community involvement available to us are outlined in Table 1.

5.3 There are some methods that we are required to use by law and these are marked with an asterisk (\*). It is important that we have some flexibility to use methods suited to the type and purpose of the document concerned, the groups that we need to involve and the time and resources available. Table 2 sets out our indicative approach.





**Table 1**  
Possible methods of involvement

Method	Resource implications	Benefits	Purpose	Why this method could be used
Newspaper Notice*	Staff time and cost of notice	To give formal notice of commencement of public participation on, or submission of, a document.	Inform	To publicise by formal notice that documents are available for inspection, in papers covering the east and west of the borough, normally the Wigan Observer and the Leigh Journal.
Local newspapers and radio	Staff time and cost of advertisement	A useful way of reaching the wider community.	Inform	To raise awareness and inform the wider public about forthcoming 'events' and opportunities to get involved
Press Release	Staff time	A press release is a cost effective way of getting a message across in the media	Inform	To inform the wider public of key stages and opportunities to get involved
Borough Life Magazine	Staff time	This resource already exists and is useful for targeting everyone in the borough.	Inform and consult	To publicise forthcoming events and opportunities to get involved to all households in the borough, including feedback.
Leaflets and Newsletter	Staff time, cost of production/distribution	Useful for targeting specific areas or groups.	Inform and consult	To provide information to specific groups or areas and to give opportunities to contribute views.
Information points and exhibitions	Staff time and cost of materials	Taking information out to the community eases accessibility problems and gives the public flexibility to attend.	Inform and consult	All local libraries will have a LDF file for planning documents, which will be kept up to date. Exhibitions may be sited at local meeting points to publicise forthcoming events and opportunities to get involved.
Consultation Documents*	Staff time and cost of print	To meet minimum requirements. To ensure that documents are available for inspection.	Inform and consult	Making documents available for inspection at the local planning office is a statutory requirement. Copies will also be made available at all local libraries and sent to relevant bodies.
Letters and emails*	Staff time and cost of postage	Ensures that everyone who wishes is kept informed. Emails reduce postage and paper cost	Inform and consult	We will notify all relevant bodies on our database via letter or e-mail of key stages and use this method to consult directly with specific groups and individuals.
Web page*	Staff time	A source of information for people at home and for people outside the borough. Accessible at any time, and documents can be downloaded	Inform and consult	The council's web site will be used to publicise planning documents, with the opportunity to comment online. Copies of all documents will be available to download.



**Table 1**  
Possible methods of involvement

Method	Resource implications	Benefits	Purpose	Why this method could be used
Comments form	Staff time and cost of print	Quick, easy method for individuals to comment. Standard form makes analysis easier	Consult and involve	A standard form will be made available on production of a draft/submission document, so that comments and representations can be made.
Strategic Partnership	Staff time	Source of local knowledge and experience. Provides a route into other agencies	Inform, consult, involve	We will provide information and attend meetings of the various partnership groups to ensure all in the community are involved.
Local and user group forums	Staff time	Forums are a source of local knowledge and experience. An existing resource to cover a wide range of topics	Inform, consult, involve	Regular dialogue with key players will aid constructive discussions on issues and possible options, including feedback on documents produced.
Workshops, seminars and focus groups	Staff time and cost of facility, including expert facilitator if needed	Effective ways of potentially encouraging community interaction and ownership of proposals. Can involve specific groups or representative groups.	Inform, consult, involve	To work together to better understand views and opinions to inform preferred options.
Public meetings	Staff time and cost of facility	Provides local opportunity for people to comment on matters that affect them and anyone can get involved; however, the ability to contribute can be limited.	Inform, consult,	Can be used to get a feel for public opinion on a particular issue and also to inform the public on issues and options.
Citizens Panel, Questionnaire	Staff time	Resource already exists, the panel is representative of the borough	Consult, involve	We may seek the views of the Citizens Panel when we require a representative borough-wide view on issues and options.
Readers Panel	Staff time, cost of venue and trained facilitator	A useful resource for checking that documents are written in 'plain English'. This will help to ensure that documents are presented in an accessible way.	Inform	Where possible, leaflets, forms, newsletters and significant publications will be 'screened' via the Readers' Panel prior to publication.
Community engagement facilitators	Cost of facilitator	Community engagement facilitators will help us communicate more effectively with the local community. Brings experience and enables good practice	Inform, consult, involve	Bringing in an expert is an option we may use. It is not always possible to do the sort of consultation we would like because of time constraints, lack of experience or the need for independence.

Note: Only certain methods would be likely to be needed at any given stage of any given document, in addition to methods used to reach 'hard to reach groups' as appropriate.



**Table 2**

Table 2 sets out our proposals for community involvement on each of the proposed documents. These will be undertaken at different stages depending on the level of involvement required as outlined in Table 1.

What?		Local Development Documents					
		Development Plan Documents			Supplementary Planning Documents		
When?		Stage 1	Stage 2a	Stage 2b	Stage 3	Stage 1	Stage 2b
How?	Who?						
	All						
Newspaper notice*	A,B,C			✓	✓		✓
Local newspaper and radio	A,B	?	✓	✓	✓	?	?
Borough Life magazine	A,B,C,D	✓	✓	✓	✓	✓	✓
Leaflets and Newsletter	All	?	?	?	?	?	?
Information points and exhibitions	All	?	?	✓	✓	?	?
Consultation Documents*	All		✓	✓	✓		✓
Letters and emails	All	✓	✓	✓	✓	✓	✓
Web page*	All	✓	✓	✓	✓	✓	✓
Comments form	All			✓	✓		✓
Workshops, seminars and focus groups	A,B,C,D	?	?	?			?
Wigan Borough Partnership	A,B	?	✓	?		?	?
Local and user group forums	A,B	?	✓	?		?	?
Citizens Panel			?				
Readers Panel				✓+			?
Community Engagement Facilitators	A,B,C	?	?			?	

**Who? (key)**

Stage 1: Pre-production

Stage 2: Production

a Examining issues and options

b Production of draft or preferred options document

Stage 3: Submission

✓ = we will use the method indicated

? = possibility if appropriate and time resources allow

\* = Statutory requirement

+ = not for GM joint waste DPD as we will not have direct control over presentation

**Group A:** groups and individuals with little or no planning background, such as local residents and interest groups.

**Group B:** groups and individuals with some planning background, such as councillors and parish councils.

**Group C:** groups and individuals with a planning background, such as planning consultants and developers

**Group D:** national organisations, such as the Environment Agency

**Group E:** adjoining local planning authorities and the Government Office for the North West



SIX

# When? When will we involve you in preparing the Local Development Framework?

- 6.1 As highlighted in the introduction, the new development plans system has an increased emphasis on early and full community involvement. Therefore, community involvement will be sought at the earliest opportunity in the preparation and revision of all parts of Local Development Documents and related documents. As far as is reasonably possible we will ensure that everyone with an interest in a document is made aware at the beginning of the process and that everyone who wishes has the opportunity to comment and make representations. This will enable issues to be discussed and understood before plans are finalised.
  
- 6.2 Set out below are the specific key stages in the preparation of Local Development Documents (DPDs and SPDs) and related documents against which the requirements for consultation have been set.

## Key stages for community involvement in Development Plan Documents

### Stage 1 – pre-production

- 6.3 The first stage in the process is to gather factual evidence. We will undertake surveys and seek informal discussions with relevant bodies to develop and keep up to date our evidence base to ensure that it remains robust.

### Stage 2 – production

#### a) Examining issues and options

- 6.4 Based on the evidence gathered during the pre-production stage, we will carry out consultation exercises with all relevant bodies to inform issues and develop preferred options.

#### b) Production of draft or preferred options document

- 6.5 We will produce a document setting out the 'preferred option' taking into account the information received from the above stages. At this stage there will be a period of 6 weeks for public participation, to give people the opportunity to comment on the preferred option. Comments should be made on the 'soundness' of the document (see Appendix C). Alternative proposals can be submitted on the basis that they are more suitable than the council's preferred option, again against



the principles of soundness.

Representations can also be made against, or in support of, the sustainability appraisal.

6.6 It is important that representations are received within the 6 weeks period. If representations are submitted late we may not be able to give them full and proper consideration before the next stage in the process.

6.7 We will keep all those involved at stage 1 and 2 informed of our progress on the preferred option.

### Stage 3 - Submission

6.8 The next stage for the council is to consider the representations received at the production stage and whether the preferred option should be revised in response to those representations. The council will revise the document accordingly and submit it together with all representations received and a statement of compliance with the regulations, to the Secretary of State. At this time a summary of representations received at Stage 2b) and how these have been taken into account will also be published.

6.9 At this stage you will have a further opportunity to make representations, again over a 6 week period. Significantly, only representations made at this stage will be considered at the independent examination. Again, representations should be to the 'soundness' of the document (see Appendix C), which can

include alternative proposals on the basis that they are more suitable or otherwise necessary for the soundness of the document. Representations can also be made against, or in support of, the sustainability appraisal. Where alternative proposals are submitted it is the responsibility of the person(s) proposing them to make clear the effects of the change on the achievement of the objectives of sustainable development and to show that the proper sustainability appraisal procedures have been undertaken.

6.10 DPDs are submitted for examination by an independent inspector. We will keep all those who have been involved in stage 3 informed with relevant information concerning the examination.

6.11 Once the examination has been completed the independent inspector will issue the council with a binding report, outlining any changes required to the DPD. We will then make the changes and notify you of our intention to adopt the document.

## Key stages for community involvement in supplementary planning documents

### Stage 1 - pre-production

6.12 As with DPDs the first stage in the process is gathering factual evidence, including undertaking surveys and initiating informal discussions with relevant bodies.



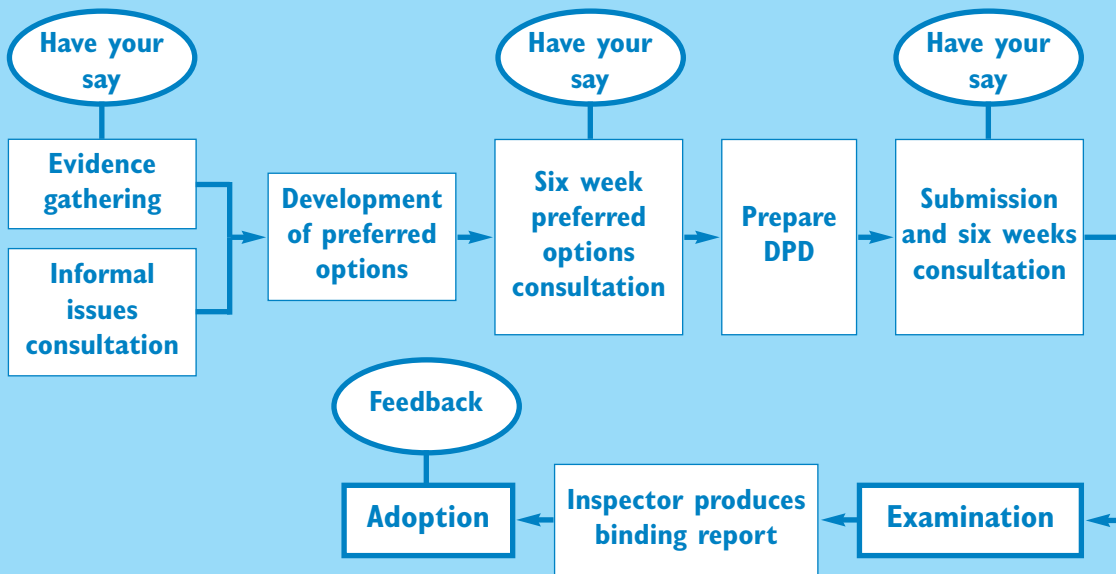
## Stage 2 - production

6.13 An SPD is, by its nature, supplementary to an established planning policy or policies. Therefore, there is no need to prepare preferred options. However, we will produce a draft SPD for public participation in accordance with the government regulations. We will allow the maximum permitted 6 weeks for this stage to give people the opportunity to comment on the draft SPD. The principles of soundness also apply to SPDs.

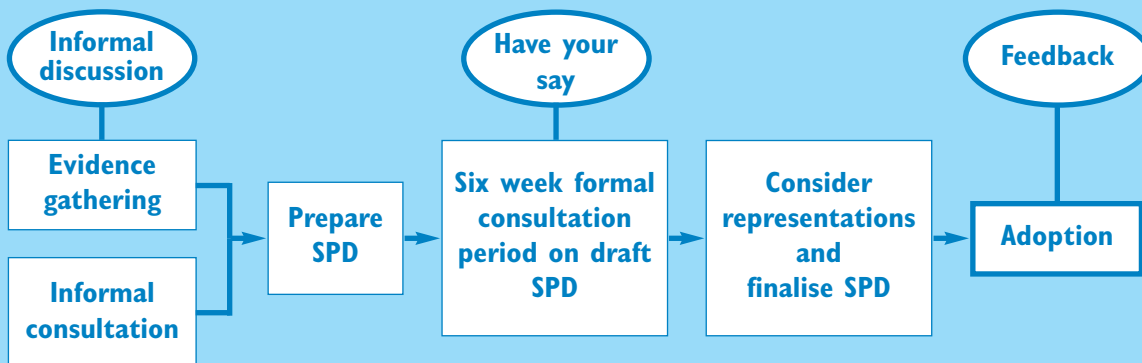
## Stage 3 – submission

6.14 For a SPD, following consideration of representations received during the production stage, we will amend the document as appropriate. The SPD will then be adopted. A summary of representations received and how these have been taken into account will also be published at this stage.

**Figure 3**  
 Stages of community involvement in the DPD process



**Figure 4**  
 Stages of community involvement in the SPD process





## Community involvement in related documents

- 6.15 A **Sustainability Appraisal report** will accompany each DPD and SPD. A draft Sustainability Appraisal report will be produced alongside the draft or preferred document.
- 6.16 Environmental bodies and relevant local organisations will have the opportunity to influence both the scope and the content of sustainability appraisals. Wider community involvement will coincide with the consultation and participation stages of the LDDs to which the SA relates.
- 6.17 The **Annual Monitoring Report** is a factual report and will be published on our web site and available to view at our deposit locations across the borough.



## SEVEN

# How will we deal with your representations and feed back our response?

- 7.1 At each consultation stage you will be asked to make your comments on a standard form provided by us. It is not compulsory to use the comments form but it does help us to analyse your comments and respond appropriately. The form will be available in print and to download from the internet. For DPDs you will be able to submit your comments online.
- 7.2 We will fully consider all comments made at both the pre-production and production stages. A summary of the main issues raised and an explanation of how these have been addressed in the Local Development Document concerned will be included when the LDD is republished at its next stage.
- 7.3 Only representations which concern the 'soundness' of the submitted Development Plan Document (including proposals for alternative sites) or this SCI will be considered at independent examination. More information on what 'soundness' means is given in Appendix C.
- 7.4 To help us keep you informed at key stages, the details of anyone who submits

comments to us at any stage will be added to our community engagement database. However, you can ask not to be included or to be removed from the database at any time. The council will ensure that care is taken to comply with the requirements of the Data Protection Act 1998.

- 7.5 Should you feel that the council has failed to comply with the standards outlined above, the following actions are available to you:

- Contact the development control team to discuss a problem relating to a planning application or the planning policy team to discuss a problem relating to the LDF - the contact details are set out in Appendix F;
- If you are not satisfied make a complaint following the council's formal complaints procedure;
- Again, if you remain unsatisfied you may contact the Local Government Ombudsman Adviceline on Lo-call 0845 602 1983.



## EIGHT

# The role of community involvement in development control

- 8.1 As well as setting out our standards for involving the community in the preparation of the LDF, this SCI also sets out our processes for involving communities in the process for deciding planning applications.
- 8.2 We are committed to involving the community in the planning application process in the following ways:
- **Inform** – publicising and notifying people of proposed development.
  - **Consult** – requesting views on proposed development and considering these before making a decision.
  - **Involve** – ensuring that community involvement exercises are undertaken for major development proposals.

## What are planning applications?

- 8.3 New developments and changes of use or appearance generally require planning permission or some other form of consent or approval from the council. The development control team (see contact details in Appendix E) can advise on instances when an application is not required and on instances when a different form of consent is needed in

addition to, or instead of, planning permission. The different categories of application, for the purposes of community involvement, are:

- **major planning applications;**
- **minor planning applications;** and
- **other applications.**

## Major planning applications

- 8.4 Major developments are defined by planning law as developments or changes of use for:
- residential development of 10 or more dwellings or 0.5 hectares or more; or
  - industrial or commercial floorspace of over 1,000 square metres or over 1 hectare; or
  - all mineral and waste related developments on sites of 1 hectare or more.
- 8.5 In certain cases development will be of such a scale that the council will consider it to be 'exceptional development'. 'Exceptional development' is publicised in the same way as major development, but the community is given more time to speak at meeting of the Planning Committee, in order to advise the committee of its views. More information on speaking at Planning Committee is given in paragraph 8.26 below.



## Minor planning applications

8.6 Minor planning applications are all planning applications for developments or changes of use that are below the size thresholds for major developments, except for small scale planning applications that are within the 'other applications' category on the next page.

## Other applications

8.7 Other applications include householder planning applications (for developments such as house extensions), small scale change of use planning applications and applications for Listed Building Consent, Conservation Area Consent and Advertisement Consent.

8.8 Planning applications are considered in line with the development plan, unless there are very good reasons to not do so.

## Our approach to community involvement

8.9 The extent of community involvement we promote and/or undertake in the decision making process will depend upon the type of application that is being considered. It will be different at different stages in the application process. The leaflets referred to in this section are available from the Development Control Administration Team (see Appendix F).

8.10 We encourage applicants to undertake pre-application discussions with us, prior to the submission of a planning

application, the details of which would normally be confidential. We would advise when it would be appropriate to seek pre-application discussions with other parties also.

8.11 We also believe that genuine engagement with the surrounding community early in the process by the prospective applicant can be beneficial for all those involved.

As such, we will advise developers during pre-application discussions, and seek their agreement, when we believe that their proposals would particularly benefit from a community involvement exercise and how this might be carried out before submitting a planning application. A genuine exercise can:

- provide an ideal opportunity for a prospective applicant to explain their proposals before decisions are made on the basis of possibly inaccurate information;
- save time in obtaining a decision on a planning application;
- produce more certainty about the outcome;
- create a more sustainable and acceptable development; and
- avoid appeals and call-in procedures.

8.12 The form of community involvement required will depend on the nature of the proposed development, but may include:

- circulating a letter and statement in the



- area explaining the proposals with plans or diagrams;
  - circulating a specially prepared leaflet;
  - arranging an exhibition and inviting local people;
  - arranging a press release or advertisement in local newspapers;
  - arranging public meetings;
  - arranging meetings with community groups; and
  - arranging a ‘citizens jury’.
- 8.13 A fuller community involvement approach will be recommended when the development proposals are of considerable scale, are controversial in detail or are contrary to the development plan.
- 8.14 When undertaking community involvement it is important that local Ward Councillors are made aware of the development proposals no later than the local community. There are three Councillors for each ward. A map of wards is included at Appendix G. Details of these and the councillors are also on the council’s website. Members of the Planning Committee should be informed but not requested to discuss or give their views because this would prevent them taking part in determining the subsequent planning application.
- 8.15 A step by step guide is set out in our leaflet, ‘Community involvement in the planning application process’ (currently

undated, or any subsequent replacement version, to be dated).

- 8.16 For small scale and householder applications a full community involvement exercise would not normally be sought, but we do encourage prospective applicants to discuss their proposals with their neighbours prior to, and, as appropriate, throughout the planning application process.
- 8.17 We are developing a communications leaflet to advise applicants on how to communicate with those who might be affected by their proposals, including neighbours.

## How and when will we involve you?

### ‘Processing’ the planning application

- 8.18 There are a number of publicity and consultation methods we can use to inform and consult you in accordance with our code of practice. It is for the Development Control Manager and Case Officer to judge the level of consultation required depending upon the nature and detail of the planning application. We publicise planning applications as soon as possible once they have been received and accepted. This will be done in accordance with statutory consultation and publicity requirements as set out in our code of practice ‘Publicity for planning applications’ (March 2005, or any subsequent replacement version).



8.19 Our publicity arrangements include:

● **Site and press notices:** we will arrange for a site notice to be displayed and a press notice to appear in an appropriate newspaper circulating in the area where the application site is located for developments which are:

- contrary to the development plan known as ‘Departure applications’;
- accompanied by an environmental impact assessment;
- likely to affect a public right of way, for example, by closure, diversion or change in character;
- for major developments, as defined previously;
- for alterations or demolition of a listed building; or
- for conservation area consent.

Site notices are displayed in at least one location on or near the site in question for not less than 21 days, during which time representations may be made.

Press notices normally request that any representations are made within 14 days of their publication.

● **Neighbour notification:** letters are sent out to all ‘adjoining occupiers’ in respect of every planning application. Adjoining occupiers are those whose properties have a common boundary with the application site, such as properties located diagonally at the corner boundaries. Properties separated by a road, track, public footpath or back

alley from the application site are not considered to be adjoining.

Neighbours notified about an application will be invited to inspect the plans and other documents submitted and to offer observations.

Additional publicity will be given when it is considered appropriate to do so.

8.20 Every effort is made to ensure that we contact all those who may be interested at all stages in the planning application process. Depending on the nature of the application the council notifies and consults relevant statutory consultees (as set out in the Town & Country General Development Procedure Order 1995) and other non-statutory consultees including individuals, interest groups and the wider community. Appendix E sets out the council’s standard list of statutory and non-statutory consultees.

8.21 In addition, we produce a weekly list of all applications received, which is available on the council’s website at [www.wiganmbc.gov.uk/pub/planning/pages/welcome.htm](http://www.wiganmbc.gov.uk/pub/planning/pages/welcome.htm). The weekly list is also sent out to Local Councillors and to the Township Managers.

## How we will deal with your representations

8.22 Representations must be made in writing by letter or by e-mail and must include a name and address.



- 8.23 We will consider all comments and representations along with national, regional and council planning policies and guidelines. The vast majority of decisions on planning applications are made by the Development Control Officers on behalf of the Director of Planning and Regeneration under powers delegated by the Planning Committee. However, nearly all controversial planning applications will be considered by the Planning Committee. Details of the current delegated powers for deciding planning applications can be obtained from the Development Control Administration Team (see Appendix E).
- 8.24 For those applications decided by the Planning Committee, any representations received will be summarised and included in the reports to committee. Meeting agendas and reports are available to the public five working days before the date of the meeting, both on our website and by paper copy on request.
- 8.25 We permit public speaking at the Planning Committee in accordance with our leaflet 'Consideration of planning applications at Planning Committee' (December 2004, or any subsequent replacement version). The length of time given to speaking is dependent upon whether the proposal is a major application, exceptional major application, minor application or other application such as a householder application.
- 8.26 Petitions and bundles of standard letters against or in support of an application or applications are often received. We regard these as a single objection or letter of support and communicate with the first name on the petition or the name on the first standard letter. Therefore, if a group or local community wishes to object to or support a planning application individually, a separate letter from each person or household should be submitted.
- 8.27 Anyone who has made a representation to object to or support an application will be informed of when it is to be considered by the Planning Committee. They will also be informed of a decision once an application has been decided. Decision notices are supplied on request and are available on the council's web site for 3 months after a decision is made. When an applicant submits an appeal against the council's decision to refuse an application, we will also inform anyone who has made a representation.



## NINE

### Resource implications

9.1 We recognise that community involvement must be properly resourced, both in financial terms and with appropriately skilled staff, if it is to be meaningful. The standards set out in this document will be carried out within existing resources, but will be reviewed with experience. It will be better to carry out more limited community involvement well, than to over stretch ourselves and put the quality of community involvement at risk.

### Financial and staff resources

- 9.2 Many of the actions identified will be carried out by the existing staff resources of the Planning and Regeneration Department. The work demands of the new development plan system have been taken into account but will need to be kept under review.
- 9.3 Assistance will also be needed from across the wider council and Local Strategic Partnership structure. For instance, the council's Public Relations Team and the Wigan & Leigh Council for Voluntary Service will have important roles at certain stages. Councillors and members of Township Forums also have an essential role in successfully engaging the community.
- 9.4 When appropriate, and subject to cost,

we may engage specialist consultants, facilitators or external designers or printers. This may be because they have particular skills or because council resources are over stretched at the time.

- 9.5 We need to be prudent in the use of our resources. We will aim to provide for community involvement that is fit for purpose. This may mean that we limit the amount we spend on publicity, printing or meetings, for instance. We will keep our budget under review in the light of experiences of the new system.
- 9.6 In those cases when developers carry out community involvement exercises, they will be responsible for the appropriate allocation of resources.

## TEN

### Reviewing the Statement of Community Involvement

- 10.1 We will keep the SCI under review once it is adopted. We will seek to learn from experience and when new or improved community engagement techniques are identified, the SCI will be reviewed to incorporate them.



## ELEVEN

# How to get help with planning issues

## Planning Aid

- 11.1 North West Planning Aid is a service that offers free, independent and professional advice and support on town planning matters to community groups and individuals in the north west who cannot afford to employ a planning consultant.
- 11.2 If you feel that you need help with understanding the planning processes, getting involved in LDF preparation or commenting on planning applications, Planning Aid may be able to help.
- 11.3 The Planning Aid service can be contacted by telephone on 0870 850 9804 or by email at [nwcw@planningaid.rtpi.org.uk](mailto:nwcw@planningaid.rtpi.org.uk); or you can write to North West Planning Aid, 2nd Floor Friars Court, Sibson Road, Sale M33 7SF
- 11.4 For more information visit [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

## Councillors

- 11.5 Councillors represent the community and are another point of contact for anyone wishing to express views and concerns about planning issues. Wherever you live you will fall into one

of the 25 wards covering the whole of the Wigan Borough. These wards are shown on the map in Appendix G. There are three councillors for each ward.

- 11.6 Councillors hold regular 'surgeries' at which you can discuss matters in confidence. For further details on your local Councillors and surgeries visit the council's website at: [www.wiganmbc.gov.uk/pub/council/cllrs](http://www.wiganmbc.gov.uk/pub/council/cllrs) or contact your local enquiries office. (See Appendix F for contact details).

## Council officers

- 11.7 A Planning Officer will be available to deal with enquiries about the LDF or specific planning applications over the telephone or by appointment at the Planning and Regeneration Department Office at Civic Buildings, Wigan (see Appendix F for contact details).

## Council for Voluntary Service (CVS)

- 11.8 Wigan and Leigh CVS aim to empower and develop local voluntary and community organisations in the Wigan Borough. They can assist local community groups in planning issues by ensuring that you have a voice in the borough. For more information contact Wigan & Leigh CVS on 01942 514234, or email: [info@wigan cvs.co.uk](mailto:info@wigan cvs.co.uk)



## APPENDIX A

# What is the Local Development Framework?

The Local Development Framework is a collection of documents that, together, will replace the Unitary Development Plan as the development plan and planning policy framework for the borough. It will comprise of Development Plan Documents (DPDs), other Local Development Documents (LDDs) and related documents.

## Development Plan Documents

DPDs will set out the planning policies to guide development in the borough. As such they will be subject to examination by an independent inspector. DPDs may relate to the whole borough, parts of the borough or site specific allocations.

The different types of DPD are:

- The core strategy, which will set out the spatial vision and strategic policies for the future development of the borough.
- Area action plans, which will set out detailed policies and land use allocations for areas where there might be opportunity for significant regeneration or change.
- Site specific allocations, which will allocate individual sites allocated for development.
- A proposals map, which will illustrate the

geographical extent of the policies on an ordnance survey base map.

- Other development plan documents, such as a joint waste plan for Greater Manchester, which will be produced with the other Greater Manchester Councils as part of the LDF in each district, including Wigan.

## Other Local Development Documents

DPDs are also LDDs. In addition there are two other kinds of document that have the status of LDDs:

- Supplementary Planning Documents (SPDs) will expand upon or provide more detail to policies in DPDs. They are not subject to independent examination and do not form part of the development plan.
- This Statement of Community Involvement (SCI).

## Related documents

There are a number of related documents that, together with LDDs, make up the Local Development Framework:

- Sustainability Appraisals, which test the environmental, social and economic impact of policies and proposals in all LDDs, in order to assess if development will be sustainable. They will incorporate



the requirements of the European Strategic Environmental Assessment (SEA) Directive.

- An Annual Monitoring Report, (AMR), which measures the performance of DPDs, SPDs and the SCI. The contents of AMRs will influence future reviews of the LDF.
- The Local Development Scheme (LDS), which is the project plan for preparation and review of the LDF.



## APPENDIX B

# A guide to the planning documents referred to and the abbreviations used

The new planning system introduces many new names for the different types of local development documents and related documents. In this draft Statement of Community Involvement we sometimes use abbreviations, which are less long-winded. Here is a guide to what they mean:

- **LDF – Local Development Framework.** This is the collection of plans or documents known as Local Development Documents and related documents, which provide the planning policy framework for the borough.
- **LDS – Local Development Scheme.** This is a project plan for preparation and review of the LDF. It sets out a 3 year programme for preparing LDDs and related documents.
- **LDD – Local Development Document.** These are the planning policy documents within the LDF, comprising DPDs and SPDs, and the SCI.
- **DPD – Development Plan Document.** These are the statutory planning policy documents that have development plan status and are subject to independent examination. DPDs include the core strategy, site specific allocations, area action plans, a proposals map and other Development Plan Documents.
- **SPD – Supplementary Planning Document.** These documents give supplementary information in respect of policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.
- **SCI – Statement of Community Involvement.** This sets out the standards to be achieved with regard to involving local communities in the preparation and revision of Local Development Documents and development control decisions. It is subject to independent examination.
- **SA – Sustainability Appraisal.** This is a tool for appraising plans, programmes and policies to ensure that they reflect sustainable development objectives. A Sustainability Appraisal must be undertaken for all Local Development Documents. SA incorporates the requirements of the European Strategic Environmental Assessment (SEA) Directive 2001/42/EC.
- **RSS – Regional Spatial Strategy.** This is prepared by the North West Regional Assembly and sets out regional planning policies for development and use



of land. It forms part of the development plan for Wigan Borough. A wide range of stakeholders including the council will have an opportunity to be involved in the RSS process. Initially, RSS for the North West is the former Regional Planning Guidance for the North West (RPG13).

three years or until it is replaced, whichever is the sooner. It will be replaced when the Replacement UDP is adopted and the Replacement UDP will be replaced progressively as DPDs are adopted.

● **PPS – Planning Policy Statements.**

These are prepared by the government and set out national planning policy on various topics. They are progressively replacing Planning Policy Guidance notes (PPGs).

There are also references to 'old style' documents, as follows:

● **RPG – Regional Planning**

**Guidance.** This is regional guidance for the preparation of the 'old style' Development Plans, prepared by the North West Regional Assembly. It now has the status of RSS pending completion of the current review to make it compatible with national policy on the contents of RSS.

● **PPG - Planning Policy Guidance**

**notes.** These were prepared by the government and set out national planning policy and advice on various topics. Planning Policy Statements (PPS) are progressively replacing them.

● **UDP – Unitary Development Plan.**

This is the current development plan for the borough prepared under the old planning system. Under the new planning system the adopted UDP is 'saved' for



## APPENDIX C

# What is the test of 'soundness?'

One of the primary purposes of independent examination of a DPD and SCI is to consider whether the document is 'sound'. A development plan document will be sound if it meets the following tests:

- i** it has been prepared in accordance with the Local Development Scheme;

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- ii** it has been prepared in compliance with the Statement of Community Involvement;

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- iii** it has been subject to Sustainability Appraisal;

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- iv** it is a spatial plan that is consistent with national planning policy and in general conformity with the regional spatial strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;

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- v** it has had regard to the community plan;

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- vi** the strategies, policies and allocations in the plan are coherent and consistent within and between DPDs prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant;

**vii** the strategies, policies and allocations represent the most appropriate in all the circumstances having considered the relevant alternatives and they are founded on a robust and credible evidence base;

**viii** there are clear mechanisms for implementing and monitoring; and

**ix** the plan is reasonably flexible to enable it to deal with changing circumstances.

In assessing whether the SCI is sound, the inspector will determine whether:

**i** we have complied with the minimum requirements for consultation as set out in the Town and Country Planning (Local Development) (England) Regulations, 2004;

**ii** our strategy for community involvement links with other community involvement initiatives, such as the community plan;

**iii** the SCI identifies in general terms which local community groups and other bodies will be consulted;

**iv** the SCI identifies how the community and other bodies can be involved in a timely and accessible manner;

**v** the methods of consultation to be



employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;

- 
- vi** resources are available to manage community involvement effectively;
- 
- vii** the SCI shows how the results of community involvement will be fed into the preparation of DPDs and SPDs;
- 
- viii** we have mechanisms for reviewing the SCI; and
- 
- ix** the SCI clearly describes our policy for consultation on planning applications.



## APPENDIX D

# Consultees for the Local Development Framework

The following list of contacts is not definitive. In most respects, it shows examples and groups of bodies we propose to involve in the LDF.

## List of statutory consultees

We must consult statutory consultees if we consider that they are affected by the proposals of a Development Plan Document.

### Statutory consultees

- Government Office for the North West
- Government Departments including the Home Office
- North West Regional Assembly
- North West Regional Development Agency
- Adjoining Local Planning Authorities
- The Countryside Agency
- The Environment Agency
- The Highways Agency
- English Heritage
- English Nature
- Network Rail
- The Strategic Health Authority
- Relevant Telecommunications companies
- Relevant electricity and gas companies
- Relevant sewerage undertaker
- Relevant water undertaker

## List of general bodies and other consultees

Any local and regional association, organisation and group to be consulted as appropriate.

### Elected representatives

- Councillors
- Members of Parliament
- Members of the European Parliament
- Neighbouring Parish Councils

### Wigan Borough Partnership

- Chief officers of the council
- Representatives from each of the 7 thematic partnerships:
  - The Children, Young People and their Families Partnership
  - The Community Safety Partnership
  - The Culture Partnership
  - The Economic Development Partnership
  - The Environment and Development Partnership
  - The Health and Social Care Partnership
  - The Housing Partnership
- Representatives from each Township
  - Ashton, Bryn
  - Atherton
  - Hindley, Abram
  - Leigh
  - Lowton, Golborne
  - Orrell, Billinge, Winstanley
  - Standish, Aspull, Shevington
  - Tyldesley, Astley



- Wigan North
- Wigan South
- Representatives from other key sectors and organisations (Encompass CVS Community Network)
- Black and minority ethnic groups
- Community groups
- Disability groups
- Faith groups
- Over 50's groups
- Voluntary groups
- Young people

- Environment groups
- Government agencies
- Local Authority agencies
- Organisations representing different racial, ethnic, or national groups
- Public Service providers
- Residents Associations
- Schools and Colleges
- Sports and Recreation organisations
- Tenants Associations
- Transport operators and transport groups
- Utility companies

A full list of consultees is contained within the LDF community engagement database, a copy of which can be viewed on request.

## General public

- Employees
- Local residents
- Visitors

## Landowners, developers and agents

- Construction companies
- Developers
- Housebuilders
- Specialist consultants

## Businesses

- Local businesses
- Other businesses with an interest in the borough

## Other interest groups and organisations

- Civic and amenity groups
- Conservation and Heritage Societies
- Community interest groups
- Rights of way groups



## APPENDIX E

# List of standard Development Control consultees

This list is of consultees who will be consulted on planning applications as appropriate at the discretion of the case officer. Other groups can request in writing to be added to the list of consultees.

- Access Committee
- Ancient Monuments Society
- Ashton, Wigan and Leigh Primary Care Trust
- Atherton Heritage Society
- British Waterways
- British Wind Energy Association
- CABE
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Council for British Archaeology
- Countryside Agency
- English Heritage
- English Nature
- Environment Agency
- Fine Arts Commission
- Forestry Authority
- Greater Manchester Archaeological Unit
- Greater Manchester Police
- Greater Manchester Passenger Transport Executive
- Garden History Society
- Greater Manchester Geological Unit
- Georgian and Victorian Group, North West Civic Trust
- Government Office for the North West
- Greater Manchester Ecology Unit
- Greater Manchester Fire Service
- Greater Manchester Strategic Health Authority
- Health and Safety Executive
- Highways Agency
- Historical Monuments Society
- Internal Consultees (Wigan Council Departments)
- Lancashire County Council
- Lancashire Wildlife Trust
- Leigh and District Civic Trust
- Department of the Environment, Food and Rural Affairs
- Manchester Airport Plc
- Manchester Ship Canal Company
- National Asylum Seekers Support Services
- National Care Standards Commission
- Neighbouring Local Planning Authorities
- Neighbouring Parish Councils
- Network Rail
- Northwest Development Agency
- OFSTED
- Relevant Sewerage undertakers
- Relevant Water undertakers
- Relevant gas and electricity providers
- Rights of Way groups
- Society for the Protection of Ancient Buildings
- Sport England
- The Georgian Group
- The Theatres Trust
- The Twentieth Century Society
- Victorian Society
- Wroughtington, Wigan and Leigh NHS Trust
- Wigan Civic Trust
- Wigan Flashes Project Officer
- Wigan Leisure and Culture Trust
- Wigan and Leigh Housing
- Wigan Town Centre Manager



## APPENDIX F

# Access to information and how to contact us

We have in place the following means of access to planning information which take into account issues of equality and diversity among the community.

- All documentation published by the council will be made available in electronic and paper format.
- To assist people with particular needs, many of our documents can be made available on request in large print, braille and in a number of alternative languages.
- Copies of all documents produced by us will be made available to view at all of the local libraries in the borough, including the three mobile libraries; Wigan and Leigh Town Halls; and the Planning and Regeneration Department offices at Civic Buildings, New Market Street, Wigan and Gateway House, Standishgate, Wigan. Opening times will vary for these locations and you are advised to check them first.
- If you have difficulty getting to any of the above locations, then the home library service may be able to bring documents to you on request. However, you must be registered with this service first. For further information, you can phone the home library service on 01942 486985.
- A copy of all LDDs will be sent to established local interest groups when the contents of the LDD are likely to be of interest to that group.
- Otherwise copies of all LDDs can be purchased for a small fee, currently £5.00 (plus £1.00 postage) for SPDs, the LDS or the SCI, and £30.00 (plus £8.00 postage) for the draft Replacement UDP. Amounts will be subject to change so you are advised to check first.
- Copies of all current planning applications and supporting documentation are available to view at the planning office and relevant local library.
- All locations used for public meetings will be accessible for disabled people and where possible an induction loop will be installed to help those with hearing difficulties.
- There is a planning enquiry desk in the planning office at Civic Buildings, where you can speak to a Planning Officer without prior appointment. However, if you wish to speak to a particular officer you are advised to contact them in advance to arrange an appointment.



## You can contact us in the following ways:

For all matters relating to the Local Development Framework, please contact the Planning Policy Team:

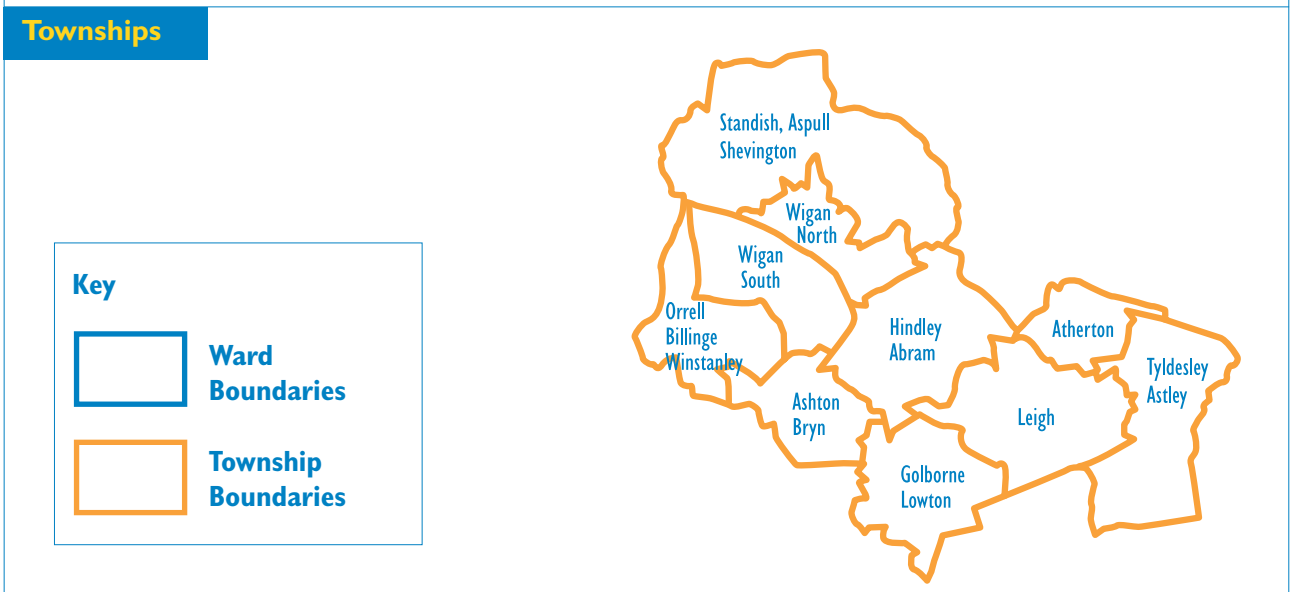
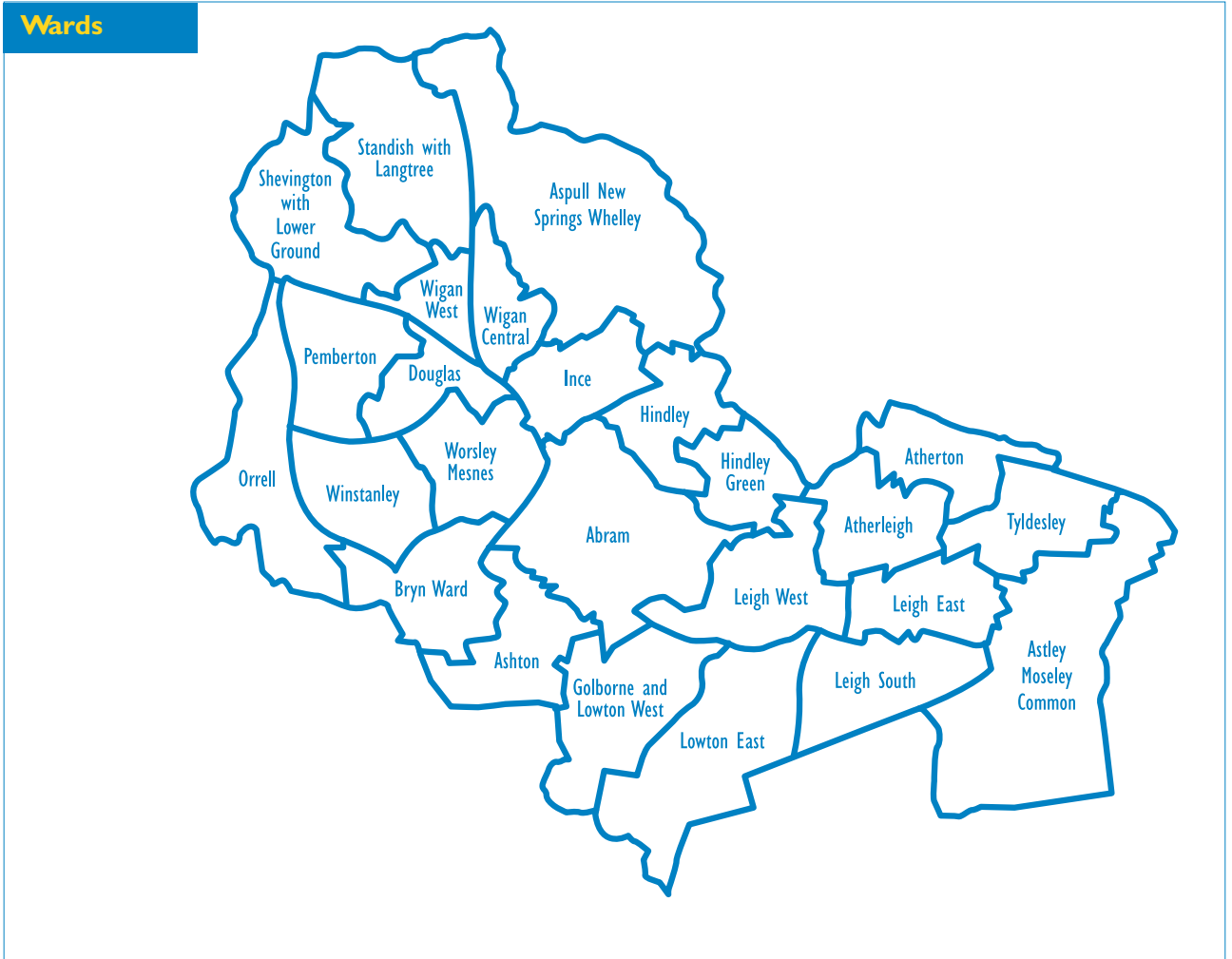
<b>By telephone:</b>	01942 404235 01942 404237 01942 404238
<b>For copies of documents:</b>	01942 404240
<b>By facsimile to:</b>	01942 404222
<b>By email to:</b>	<a href="mailto:planningpolicy@wiganmbc.gov.uk">planningpolicy@wiganmbc.gov.uk</a>
<b>By letter to:</b>	Planning Policy Team, Planning and Regeneration Department, Wigan Council, Civic Buildings, New Market Street, Wigan, WNI IRP

For all matters relating to planning and other applications (except copies of documents), or if you want to arrange a pre-application discussion, please contact:

<b>Planning Control - West of the borough</b>	
Wigan	
<b>Telephone</b>	01942 488045
Orrell, Billinge, Winstanley, Bryn and Ashton-in-Makerfield	
<b>Telephone</b>	01942 404275
Shevington, Standish and Aspull	
<b>Telephone</b>	01942 404274
<b>Planning Control - East of the borough</b>	
Hindley, Abram, Platt Bridge, Atherton, Tyldesley and Astley	
<b>Telephone</b>	01942 404261
Leigh, Golborne and Lowton	
<b>Telephone</b>	01942 404264
For copies of documents referred to in Section 9 of the SCI, contact:	
<b>Planning Control administration</b>	
<b>By telephone:</b>	01942 404256 01942 404257 01942 404258
<b>Other means of contact for all planning control matters</b>	
<b>Fax:</b>	01942 404222
<b>Email:</b>	<a href="mailto:devcon@wiganmbc.gov.uk">devcon@wiganmbc.gov.uk</a>
<b>Write to:</b>	Development Control, Planning and Regeneration Department, Wigan Council, Civic Buildings, New Market Street, Wigan, WNI IRP



# Ward and Township Map



**Martin Kimber BA DipTP MRTPI**

Director of Planning and Regeneration

Planning and Regeneration Department

Civic Buildings, New Market Street, Wigan WN1 1RP