



**Planning and Compulsory Purchase Act 2004 (as amended)  
Town and Country Planning (Local Planning) (England) Regulations 2012**

**NOTICE OF ADOPTION OF WEST LANCASHIRE  
STATEMENT OF COMMUNITY INVOLVEMENT**

**Notice is given that West Lancashire Borough Council adopted the  
West Lancashire Statement of Community Involvement on 14 June 2016**

The West Lancashire Statement of Community Involvement supersedes and revokes the Statement of Community Involvement July 2007 and the West Lancashire Statement of Community Involvement Addendum January 2009.

- Title of Document:** West Lancashire Statement of Community Involvement
- Subject Matter:** The Statement of Community Involvement (SCI) sets out how the local planning authority will consult with the community, businesses, stakeholders and other organisations about the development of their area, and explains how people can engage with the planning system.
- Area covered by Document:** The SCI applies to the whole of West Lancashire.
- Adoption Date:** 14 June 2016
- Modifications to SCI:** See Appendix below for a schedule of changes made to the draft SCI following consultation undertaken February – March 2016.
- Availability of Documents:** The West Lancashire SCI and this Adoption Statement are available for inspection by following the link from: [www.westlancs.gov.uk/planningpolicy](http://www.westlancs.gov.uk/planningpolicy) and will be available at the locations on the following page during normal opening hours for a period of 3 months from 24 June 2016 – 24 September 2016. (Regulation 35)

## Council offices

Opening hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WLBC Offices, 52 Derby St, Ormskirk, L39 2DF	09:00 – 17:00				09:00 – 16:45	Closed	Closed
Contact centre, The Concourse, Skelmersdale	09:00 – 17:00				09:00 – 16:45	Closed	Closed

## Libraries

Opening hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Ormskirk Library, Burscough St, Ormskirk, L39 2EN	09:00 - 19:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 19:00	09:00 - 16:00	Closed
Skelmersdale Library, Southway, Skelmersdale, WN8 6EL	09:00 - 19:00	09:00 - 17:00	09:00 - 17:00	09:00 - 19:00	09:00 - 17:00	09:00 - 16:00	Closed
Up Holland Library, Hall Green, Up Holland, WN8 0PB	9.30- 13:00; 14:00- 19:00	9:30- 13:00	Closed	9.30- 13:00 14:00- 17:00	9.30- 13:00; 14:00- 19:00	9.30- 12:30	Closed
Burscough Library, Mill Lane, Burscough, L40 5TJ	9.30- 12:30; 13:30- 18:00	9:30- 12:30; 13:30- 17:00	Closed	9.30- 12:30; 13.30- 17.00	9.30- 12:30; 13:30- 18:00	9.30- 12:30	Closed
Tarleton Library, Mark Square, Tarleton, PR4 6TU	09:30 - 19:00	09:30 - 17:00	Closed	09:30 - 17:00	09:30 - 19:00	09:30 - 13:00	Closed
Parbold Library, The Common, Parbold, WN8 7EA	9.00 - 18:00	9:00- 17:00	Closed	9:00- 17:00	9:00- 18:00	9:00- 12:30	Closed

## Further information:

Further information or advice can be obtained by phoning 01695 585068 or by emailing [localplan@westlancs.gov.uk](mailto:localplan@westlancs.gov.uk)

## Appendix

### Schedule of changes made to the West Lancashire SCI following public consultation undertaken February – March 2016

Additional inserted text is shown in blue and underlined. Deleted text is shown in ~~blue~~ and ~~struck through~~. Changes have been made either as a result of representations received on the SPD during the public consultation exercise, or in order to improve the clarity of the document.

Page	Change(s) to text	Reason for change
Front Cover	<del>Draft</del> West Lancashire Statement of Community Involvement <del>1</del> <u>June</u> 2016	To reflect updated document.
Front Cover	John Harrison, DipEnvP, MRTPI, <del>Interim</del> Director <u>of Development and Regeneration, Planning</u> West Lancashire Borough Council	To reflect changes to the Council's management structure.
1	The Council published <del>its their</del> original SCI in 2007, with an addendum produced to update it in 2009.	Amend wording to refer to the Council and the government as singular rather than plural entities.
1	This <u>new</u> West Lancashire SCI, <u>adopted in June 2016</u> , will replace the 2007 SCI and its 2009 addendum.	
1	The government has <del>ve</del> placed an ever-increasing emphasis on localism... The Council also recognises <u>that meaningful</u> engagement with local communities and other 'stakeholders' can help in the planning process and increase public <u>acceptability of support for</u> developments. In more general terms, local authorities have a <u>legal</u> duty to act fairly in the exercise of their functions.	To improve clarity, to refer to the Council and to the government as single entities, and to more accurately reflect national policy.
2	As an LPA, the Council <u>needs</u> to balance the views of all sides in forming their decisions. The Council will clearly document how <u>decisions they</u> have <u>been</u> reached <del>their decisions</del> to demonstrate how all comments have been considered.	For clarity and to refer to the Council as a singular entity.
3	The Borough Council <del>are</del> <u>is</u> committed to fulfilling this Duty and, as a matter of practice, <u>works</u> closely with neighbouring authorities and other partner organisations and stakeholders.	To refer to the Council as a singular entity.
5	The Council <del>are</del> <u>is</u> responsible for producing local planning policy which, along with national policy, is used to inform decisions in Development Management.	To refer to the Council as a singular entity.
5	The Council will maintain a database containing the contact details of individuals, groups and other bodies that wish to be kept informed of planning consultations. <u>Consultees are able to specify which subjects are of interest to them. Individuals and organisations on this database will be contacted by email or post when the Council consults on relevant planning policy documents and / or subjects.</u> The database will be administered in accordance with the provisions of the Data Protection Act, and will be regularly updated.	To state explicitly that people on the Council's consultation database will be contacted when consultation takes place on planning policy documents.

Page	Change(s) to text	Reason for change
10	Following each round of consultation, the Council will prepare a Feedback Report (or Consultation Statement), which will summarise the issues raised through the representations, how the Council <del>hasve</del> responded to them and what has been changed in the DPD as a result of the comments.	To refer to the Council as a singular entity.
12	The Council, however, <del>are is</del> required to determine whether an SPD requires SA / SEA, i.e. there is a need to 'screen'.	To refer to the Council as a singular entity.
13	Following each round of consultation, the Council will prepare a Feedback Report, which will summarise the issues raised through the representations, how the Council <del>hasve</del> responded to them and what has been changed in the SPD as a result of the comments.	To refer to the Council as a singular entity.
16	<b>Availability of documents 'on deposit' at libraries and Council offices.</b> The Council will make all documents and guidance available at libraries and Council offices. <u>Should library facilities be no longer available, alternative venues around the Borough will be considered and sought when the situation arises.</u>	To take into account the possibility of some libraries closing during the lifetime of the SCI.
16	Press releases may be issued to local newspapers to draw attention to policy documents. However, where releases are issued, the Council <del>have has</del> no control <del>of over</del> what the paper chooses to publish.	To refer to the Council as a singular entity.
17	The Council <del>are is</del> keen to engage with young people and schools provide one opportunity for this.	To refer to the Council as a singular entity.
18	[Footnote added: <u><sup>5</sup>If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make documents available</u> ]	To provide flexibility for changing circumstances.
19	The Council <del>hasve</del> a statutory "Duty to Support" local groups in the preparation of Neighbourhood Plans.	To refer to the Council as a singular entity.
22	Consultation and publicity methods vary slightly with each stage of CIL preparation. <del>The</del> Table 3.2 below outlines the methods that are required at each stage, although further consultation or publicity methods may also be used. An explanation of the methods can be found in the preceding chapter.	To improve clarity and for consistency – other tables in the document are numbered.
23	Add heading: <u>Table 3.2 CIL preparation – consultation methods</u>	Table labelled for clarity.
23	Following the key rounds of consultation (Preliminary Draft Charging Schedule and Draft Charging Schedule), the Council will prepare a Feedback Report, which will summarise the issues raised through the representations, how the Council <del>has</del> <del>have</del> responded to them, and what has been changed to the Charging Schedule as a result of the comments.	To refer to the Council as a singular entity.

Page	Change(s) to text	Reason for change
26	<del>An application received following proper and full pre-application engagement will be fast-tracked through to a decision. By identifying and addressing issues at pre-application stage, this can save time when an application is submitted and may result in a quicker decision.</del>	To improve clarity with regard to the purpose of pre-application enquiries.
27	<del>For wind energy development pre-application consultation with the local community is mandatory for all onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres. Changes were made in 2015 to the planning consent regime for onshore wind farms of over 50MW. Previously these applications were dealt with by the relevant Secretary of State under the development consent order (DCO) system, rather than by the local planning authority. Now, the consent of the Secretary of State is no longer required, which brings larger onshore wind projects back under local authority control.</del>	To reflect changes to government policy.
27	The community consultation measures outlined above are not necessary for small scale applications e.g. house extensions or single dwellings. <del>although</del> However, we <del>encourage</del> <u>emphasise with</u> applicants/ developers <del>to discuss proposals</del> <u>the benefits to be gained by discussing proposals</u> with neighbours who may be affected by the development and taking account of their comments when drawing up the formal planning application.	For clarity.
29	A weekly list of all planning applications is sent to Councillors, Parish Councils, the local press, the Borough's libraries, the Citizen's Advice Bureau and local amenity groups <u>(listed within the Appendices)</u> . A copy of the list is also made available on the Council's web site.  [Footnote added: <u>If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make information available.</u> ]	For clarity and to provide flexibility with regard to the possibility of changing circumstances.
31 (Table 4.1)	Prior approval applications: There are several types of proposal where the applicant must submit a prior approval application to the Council e.g. for demolition of some buildings, for some forms of telecommunications development, for agricultural buildings, for larger home extensions <u>and also change of use of certain buildings (e.g. offices and agricultural buildings to dwellings)</u> .	To reflect recent changes in government policy.
31	<del>The types of application listed above are not intended to be exhaustive. There may be further initiatives through which planning permission may be obtained and which may require consultation in line with government Regulations [Footnote: For example, at the time of writing this SCI, Local Development Orders.] In such scenarios the Council will meet the minimum requirements for consultation, as set out by the relevant government Regulations.</del>	For clarity and to reflect recent changes in government policy.
32	When submitting comments by email it is recommended that they <del>are</del> <u>be</u> sent as an attachment in order to avoid publication of personal email addresses.	Grammar correction.

Page	Change(s) to text	Reason for change
32	The name and phone number of the <del>Planning case Officer</del> dealing with the application is available on the Council's website and on notification letters. Telephone discussions may be held with the <del>relevant case officers</del> during office hours, <del>and meetings</del> . <del>Meetings with Case Officers may be</del> made by appointment.	To aid clarity.
33	The application will then be determined under delegated powers by authorised officers of the Council. Some 90% of planning applications are determined in this way under the delegated powers of the <del>Director of Development and Regeneration Assistant Director Planning</del> . [Footnote: As from 1 February 2016, Interim Director Planning].	To reflect changes to the Council management structure.
33	If the application is to be decided by the Planning Committee comments received from consultees or the public will be set out in the <del>Planning Officer's case officer's</del> report.	For clarity.
34	In the case of large and complex schemes if two objectors are heard they <del>must</del> <u>should</u> avoid duplicating points made by other speakers. Each speaker has no more than three minutes.	Change made in response to a representation submitted.
34	A list of planning decisions is available on the Council's website. A copy of the <del>case</del> officer's report setting out the reasons for the decision will be available on the web site. The Council <del>would advise</del> <u>s</u> that interested parties check the status of the application on the web site as <del>we no longer write to</del> people who have commented on an application <del>are no longer notified to advise them</del> that a decision has been made.	For clarity.
34	If an application for planning permission is refused by the local planning authority, or it is granted with conditions, an appeal can be made to the Secretary of State against the refusal or the conditions attached. There is also a right of appeal if an application is not determined within a specific time <del>and</del> <u>against the issuing of an Enforcement Notice.</u>	For clarity.
37	Whilst the Council <del>do</del> <u>s</u> not have to directly consult with communities...	To refer to the Council as a singular entity.
39	The Council <del>want</del> <u>s</u> to make sure that communication is clear.	To refer to the Council as a singular entity.
39	[Add footnote: <u>If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make information available</u> ]	To provide flexibility with regard to the possibility of changing circumstances.
40	Planning is a public process, and so we have to make names and comments public <u>al</u> ly available.	Spelling correction
40	In keeping with <del>the</del> Council policies, consultation pro-formas and surveys will usually be accompanied by a non-compulsory 'Equality and Diversity' questionnaire. The Council <del>request</del> <u>s</u> that these be completed and returned along with any planning representations made.	To correct a typographical error, and to refer to the Borough Council as a singular entity.
41	If information <del>i</del> is passed on in response to a Freedom of Information request, any personal data would be removed from the said information before being passed on.	Spelling correction.
45 (Appendix C)	<u>The National Trust</u>	Addition of a general consultee.

Page	Change(s) to text	Reason for change
45 (Appendix C)	Campaign <del>for</del> <a href="#">to Protect</a> Rural England	Correction of name of organisation
46 (Appendix E)	The Council also takes <u>s</u> into account any comments made which are in relation to 'material planning considerations'.	To refer to the Council as a singular entity.
46 (Appendix E)	To make decisions on planning applications, the Council needs <u>s</u> to ask whether the proposal would unacceptably affect amenities and existing use of land and buildings which should be protected in the public interest.	To refer to the Council as a singular entity.