



MANCHESTER
CITY COUNCIL

Statement of Community Involvement 2025

Approved August 2025



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1 Updating the Statement of Community Involvement

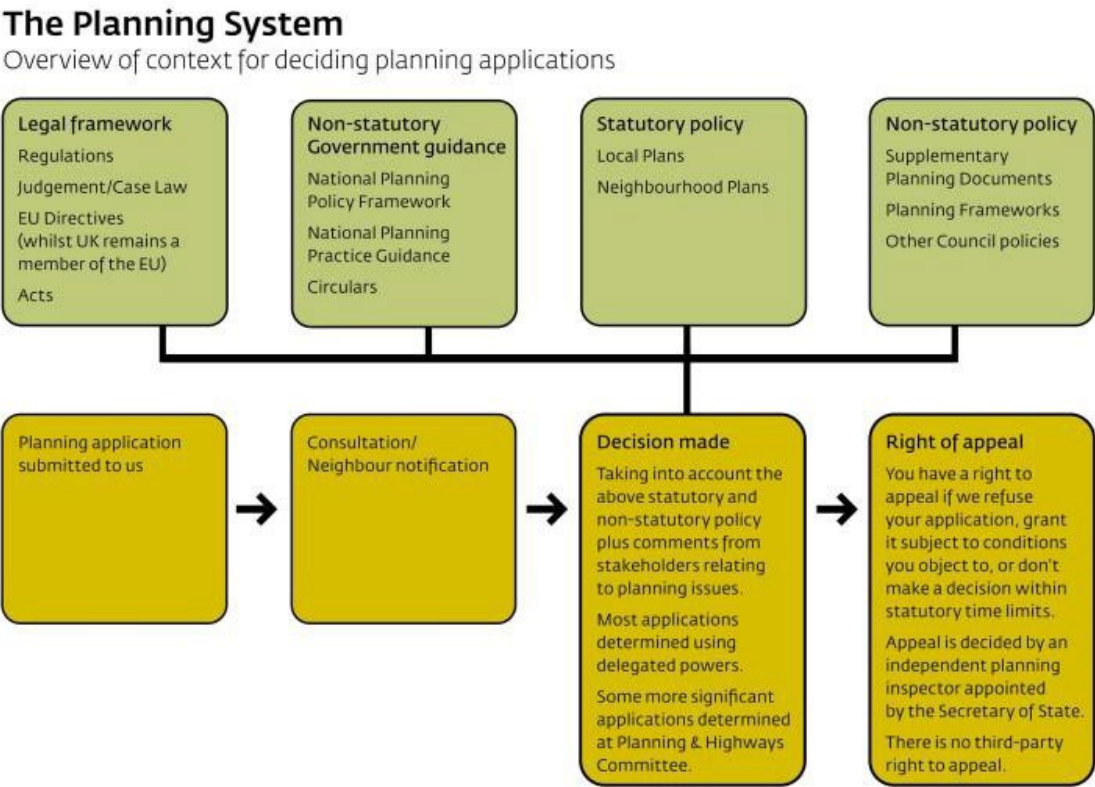
- 1.1** Every council has to publish a document called a Statement of Community Involvement (SCI), which lets residents, businesses, the voluntary sector and other stakeholders in the area know how they can get involved in statutory planning processes. This includes how we will engage you in planning policy preparation, how you can get involved in neighbourhood planning processes and how we will consult you on planning applications received by the Council.
- 1.2** Our previous SCI was adopted in 2018, and the government requires councils to review their SCIs every five years and update them if necessary. Our SCI does not require major updates, given that planning policy legislation has not changed significantly since it was adopted and we will still use the same engagement methods to involve you. However it has required some more minor updates, principally:
- Reference to how we involve people at ‘survey stage’ and more detail about the Local Development Scheme and how we will report on progress against Local Development Scheme milestones – it was not a requirement for this to be included in the SCI when the previous SCI was produced, but is now.
 - Updated list of Local Plans
 - Updated contact address for consultation responses
 - General updating to reflect updates to other council strategies and documents
- 1.3** This SCI has been updated to reflect the above, and was approved in August 2025. Consultation on planning policy documents and on planning applications will be carried out in line with this SCI. We will review the SCI every five years and update it if necessary. If legal requirements change before an updated SCI has been produced, we will always carry out planning consultations in line with the law at the time.

The planning process

- 1.4** Local planning authorities use statutory and non-statutory planning policies and guidance documents to make decisions on planning applications. This includes Local Plans and other policies produced by the authority, as well as policies produced by other organisations. The diagram below gives an overview, showing the policies that we take into account when making decisions on planning applications shown by the boxes at the top of the diagram. The decision also takes account of comments made by consultees on the individual application. Sometimes a range of views is expressed about the same application, but ultimately the decision made will need to be in line with planning policies and guidance.

1.5 When we consult on planning policies we will provide an explanation to let you know what stage we are at and how the document being prepared will fit within planning processes in Manchester.

Picture 1.1 How we make decisions on planning applications



2 How we will ask about what is important to you

2.1 A range of methods have been used by us and other public sector partners to ensure that we listen fully to communities and engage and empower you to get involved in decision making. These methods include:

- **Communicating** - giving information about events, a decision, services available or changes to services using a variety of ways. This can include newsletters, leaflets, websites, meetings, social media and advertisements.
- **Researching** - investigating or finding out something new about an area or population in order to improve service delivery. This can include questionnaires, surveys, census and focus groups.
- **Consulting** - seeking comments and listening to your feedback on a question or a proposal, which can lead to change. This can include service planning, development or improvements to an area.
- **Devolving decisions** - empowering communities to make final decisions. This can include decisions on budgets, service planning, or development or improvements to a local area.
- **Supporting community action** - power, influence and responsibility are given to communities and support is provided by services. This can include supporting communities through grants to improve their local area, or supporting them to develop local initiatives including neighbourhood planning.

Continuous Involvement

2.2 Community involvement in planning policy preparation is a continuous process of engagement with residents and people who work within the City, rather than a series of one-offs. We will use a selection of the methods above depending on the scope of the consultation and the resources available. At each stage we will explain clearly why we are asking for your views and what the planning policies are aiming to address; we will listen to what you tell us and will try to shape policies accordingly. Where necessary, we will explain why we haven't been able to take on board all of your suggestions. This approach is in line with the Council's Our Manchester Strategy, which puts people at the centre of everything that we do.

2.3 The Our Manchester Strategy 2025-35 sets the city's priorities for the next ten years. Planning policy preparation, and the way that we will involve you in this, will have regard to the Our Manchester priorities. As well as carrying out our own planning policy consultations, we will also look at what you told us through other Council consultation exercises, where relevant, and take this on board in policy preparation.

Managing consultation responses

- 2.4** We maintain a database of people and organisations who have been involved in planning policy consultations in the past as well as people who have said that they may be interested in this in the future, or who just wish to be kept informed of forthcoming changes to the planning policy framework in Manchester. We will email or write to these people when we carry out planning policy consultations. You can register yourself directly onto the database online at <https://manchester-consult.objective.co.uk/portal/> or, alternatively, you can contact Planning Strategy if you wish to be added, either by email to planningstrategy@manchester.gov.uk or by post to:
- 2.5** Planning Strategy
Manchester City Council
Level 6, Town Hall Extension
PO Box 532
Manchester
M60 2LA
- 2.6** Consultee information will be held in accordance with GDPR and you may unsubscribe from receiving updates at any point. Data will be managed in accordance with the Manchester City Council privacy notice at https://www.manchester.gov.uk/info/200031/data_protection_and_freedom_of_information/7659/corporate_privacy_notice/1 and our service specific privacy notice at https://www.manchester.gov.uk/directory_record/431776/city_centre_growth_and_infrastructure_including_environment_planning_and_infrastructure
- 2.7** The database will be used to manage responses made during consultation stages as Local Plans and Supplementary Planning Documents are prepared. This will mean that, once registered, stakeholders will be able to view the comments that they have made on a particular document, as well as our response to these where applicable. Comments and our responses will be publicly accessible online by anyone who wishes to see them.
- 2.8** During consultation periods anyone who wishes to may make comments online via our consultation portal at <https://manchester-consult.objective.co.uk/portal/>, by email to planningstrategy@manchester.gov.uk or by post to the address above.

Making consultations more accessible

- 2.9** Manchester is a diverse city, and it is recognised that approaches to consultation need to be designed with this diversity in mind. We will hold planning policy consultation events in places which are accessible to a range of people and will try to hold these at times of the day which are convenient to as broad a range of people as possible. Hard copies of planning policy documents will be available in Central Library during formal consultation stages. In addition material will be published on our website at www.manchester.gov.uk/strategicplanning. For those without access to the internet, computers are

publicly available in all Manchester libraries (through library membership), where people can access documents online. Digital versions of documents will meet accessibility requirements as appropriate. Where possible, we will try to accommodate requests for consultation materials in alternative formats, including hard copies, to meet the needs of disabled people and other groups.

- 2.10** Our planning policy database includes a diverse range of organisations, including groups representing a range of the 'protected characteristics' as defined in the Equality Act 2010. These groups will be consulted during policy preparation.

Key messages

- **Your on-going involvement is a vital part of planning policy production We will publish consultation documents online and put a copy in Central Library**
- **We will make events as accessible as possible**
- **We will listen to what you tell us, take your comments into account and report back on what has changed as a result of this**
- **Because we've listened, planning policies will take into account what matters most to you**
- **If you give us your contact details, we will keep you informed about future planning policy consultations**

3 Manchester's planning policy documents

3.1 We prepare plans setting out policies on where and how different types of development should take place in Manchester, to support the City's growth and to meet the needs of its communities. Some plans are produced by Manchester City Council alone, and some jointly with other local authorities and we use these plans to make decisions on planning applications in the city. We also take national guidance as well as other planning issues into account when determining planning applications (see Picture 1.1).

3.2 There are two main types of plan that we produce, each with a different preparation process:

Local Plans - development plan documents which set out strategic policies for development of the local authority area, which can include land use allocations. Policies in Local Plans should address your needs and provide facilities for your community, and take advantage of opportunities in relation to housing, the economy and infrastructure, and provide a basis for safeguarding environmental assets, adapting to climate change and securing good design including making developments accessible to everyone.

Supplementary Planning Documents - documents which build upon the policies in a Local Plan by providing more detailed advice or guidance. They are not part of the development plan but are a 'material consideration' in planning decisions, which means that decisions on planning applications take relevant Supplementary Planning Documents into account.

3.3 In addition we sometimes develop non-statutory planning frameworks to guide development in areas with potential for considerable change. These can take the form of Strategic Regeneration Frameworks and masterplans. The same principles as for engagement on statutory planning policy documents would apply to frameworks and masterplans as well.

3.4 Existing planning policy documents are available on our website at www.manchester.gov.uk/strategicplanning and, as of summer 2025, comprise the following:

Local Plans:

- Core Strategy - the long term spatial vision for Manchester, policies for delivering the strategy and a key diagram, as well as general policies for the control of development (adopted in July 2012)
- Extant UDP policies - City-wide and local area policies not replaced by the Core Strategy (adopted July 1995 and alterations adopted on various dates since then)
- Proposals Map - accompanies Core Strategy and extant UDP documents and identifies areas of protection and sites to which particular land use and policies apply

- Places for Everyone - a joint development plan document setting out policies for new homes and employment development across nine Greater Manchester authorities to 2039: Bury, Bolton, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan (March 2024)
- Greater Manchester Joint Waste Development Plan Document - sets out a waste planning strategy to 2027 across the ten Greater Manchester districts which enables the provision of waste management facilities in appropriate locations for municipal, commercial and industrial, construction and demolition and hazardous wastes (April 2012)
- Greater Manchester Joint Minerals Development Plan Document - sets out a planning policy framework and a clear guide to locations across the ten districts where mineral extraction may take place and the safeguarding of sensitive environmental features and future mineral resources and all aspects of environmental and resource protection including the sustainable transportation of minerals (April 2013)

Supplementary Planning Documents:

- Guide to Development in Manchester Supplementary Planning Document - sets out principles relating to the design, form and layout of new development (March 2007)
- Providing for Housing Choice Supplementary Planning Document - guidance on the mix of house types needed in Manchester, in particular affordable housing (September 2008)
- Hot Food Takeaway Supplementary Planning Document - manages the development of further hot food takeaways in Manchester (March 2017)
- Holcroft Moss Planning Obligations Supplementary Planning Document - a joint Supplementary Planning Document prepared by GMCA and covering nine of the Greater Manchester districts. It provides advice to developers on contributions to mitigate the impact that some developments will cause to Holcroft Moss in Warrington (May 2025)

3.5 In addition the following documents provide extant Supplementary Planning Guidance:

- Special Needs and Supported Housing Supplementary Planning Guidance (April 1998)
- City Centre Bomb Damaged Area (April 1997) which is available on request (please email planningstrategy@manchester.gov.uk)

3.6 We have started work on a new Local Plan, which will replace the Core Strategy and the extant Unitary Development Plan policies. It will set out strategic policies for growth, employment, housing, infrastructure and the environment, plus policies for the development of neighbourhoods including centres.

3.7 Neighbourhood Plans, which may be prepared by neighbourhood forums or parish councils, are not Local Plans as we do not prepare them ourselves. However, once adopted by us they do form part of the development plan, and so decisions on planning applications have to take account of them. As of summer 2025, no Neighbourhood Plans have been adopted in Manchester. Chapter 7 sets out how you can get involved in neighbourhood planning processes in your area.

- 3.8** In addition, we are required to produce a Local Development Scheme (LDS). As well as listing the current Local Plans in Manchester, the LDS sets out a timetable for the preparation of future Local Plans over a three-year period and identifies key milestones in their preparation. The current LDS, for 2025-2027, can be downloaded from <https://www.manchester.gov.uk/local-development-scheme>
- 3.9** Each year we report on progress against the milestones in the LDS in the Authority Monitoring Report. We publish the Authority Monitoring Reports on our website at <https://www.manchester.gov.uk/authority-monitoring>. If you wish to make any comments, or ask us anything about the LDS, you can do this at any time via our email or postal address provided in Chapter 2, and we will consider any comments when we next update the LDS.

Key messages

- **We produce Local Plans (strategic level policies) and Supplementary Planning Documents (providing more detailed advice or guidance)**
- **We have a range of existing planning policy documents which are on our website**
- **Our Local Development Scheme shows you which Local Plans we are intending to produce over the next three years**
- **We report on progress against the Local Development Scheme milestones in the Authority Monitoring Report each year**

4 How you can get involved in Local Plans

- 4.1** Our Local Plans set out a vision and framework for future development in Manchester and are one of the key tools which local authorities use to make decisions on planning applications (along with any Neighbourhood Plans that have been produced by Neighbourhood Forums). A Local Plan will set out a preferred approach for addressing the needs and opportunities within the district, including those identified by you, and so we will need to base this on an effective conversation with you throughout the preparation process, as well as on a robust evidence base. Local Plan preparation will also take on board the findings from consultations carried out by other parts of the council, where appropriate. In addition we must meet legal requirements when engaging with you and other stakeholders in local plan preparation.

Early preparation stages

- 4.2** The earliest stage of plan preparation are sometimes called the 'survey stage'¹. We will keep under review the types of things that might have an impact on development within Manchester. This includes physical, economic, social and environmental characteristics, as well as the demographics of the city and what matters to the people who live here. This is an ongoing process, starting before we begin work on a Local Plan.
- 4.3** Early work on Local Plans will include formulating the initial aims and objectives of the plan, evidence gathering and then drawing up a set of issues and the beginnings of a policy approach to address these. The scoping stage of the Sustainability Appraisal set out in paragraph 4.23 will take place now and will help to inform the content of the Local Plan as it is being prepared.
- 4.4** At the outset, we will let you know that we are intending to produce a Local Plan on a particular topic and ask you to tell us what sort of approach you think the Local Plan should take towards this issue and what you think the future Local Plan policies should say². As well as asking for input from residents, voluntary groups and businesses in Manchester, we will talk to local, regional and national organisations representing specific interests. A full list of the organisations and people that we are required to involve by law is set out in regulations³.

¹ Requirements set out in the Planning and Compulsory Purchase Act 2004

² Requirements set out in Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012

³ Regulation 2(1) of the Town and Country Planning (Local Planning) (England) Regulations 2012 - see <http://www.legislation.gov.uk/uksi/2012/767/contents/made>

- 4.5** We maintain a database of people and organisations who have asked to be kept informed and involved in the preparation of planning policies in Manchester. These are people and organisations who have been involved in the past and who indicated that they might wish to be involved in the future. If you are interested in joining the database, please let us know - see paragraph 2.4 for how to do this.
- 4.6** During this preparation stage we will connect with people and organisations on the database, publish consultation documents online, and use social media where appropriate to try to reach as wide an audience as possible. We will circulate consultation information via the Council's neighbourhood officers to groups in their areas where relevant, and where appropriate we will advertise consultations via MACC (Manchester's voluntary and community sector support organisation) to give other groups the opportunity to get involved. On rare occasions where the consultation is on a policy approach with a very narrow scope, it may be appropriate to reach out just to people or groups who have a specific interest in the topic. Where a Local Plan is proposed to have a broad subject-area coverage, we will use a range of engagement methods where possible to involve residents and other stakeholders who have not already been involved in planning processes.
- 4.7** The decision on the use of individual engagement methods will depend on the scope of the Local Plan document that we are talking to you about. At the initial preparation stage it is possible that 'researching' methods (see paragraph 2.1) will be used initially and then 'consulting' methods once options or proposals have been drawn up. The choice of methods to be used will also need to take account of available resources.
- 4.8** As well as involving communities within Manchester in Local Plan preparation, we must engage with various local and national bodies (such as the Environment Agency and Historic England) in line with requirements under the 'Duty to Co-operate'.⁴ This engagement process will include considering whether a joint approach to Local Plan preparation, including potentially the production of a joint plan with another authority(ies), is an appropriate way forward.
- 4.9** The Duty to Co-operate bodies (i.e. the organisations which we should engage with under this requirement) are set out in regulations⁵.

Publication stage

- 4.10** At the Publication stage the Local Plan will be in final draft stage, as we will have taken into account what you told us during earlier engagement. We will consult for a minimum of six weeks on the draft Local Plan, and notify the stakeholders on the planning policy database and the Duty to Co-operate bodies of this. We will also use other engagement methods as appropriate, such as circulating information to the Council's neighbourhood

⁴ This requirement was introduced by the Localism Act 2011

⁵ Section 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013

officers and social media to ensure everyone is kept up to date with progress. If you make written comments on the Local Plan at this stage, you will be added to the database if you aren't already on it (see paragraph 2.6).

- 4.11** During this consultation period a set of documents (the 'proposed submission documents') will be available in Central Library and on our website. These are additional documents which are intended for submission by us to the Secretary of State alongside the Local Plan after the consultation period. They include:
- A policies map, if the Local Plan would result in changes to the adopted policies map
 - A Sustainability Appraisal report of the Local Plan (see paragraph 4.23)
 - A consultation statement relating to comments made during the preparation stage. The statement will show who was invited to get involved and in what way, as well as a summary of the main issues raised and how these have been addressed in the Publication draft of the Local Plan
 - Supporting documents which we think are relevant. For example this could include key reports and studies which are part of the evidence base for the Local Plan.
- 4.12** We will let you know how you can make comments on the Publication draft Local Plan and Sustainability Appraisal report. Following the consultation period, we will consider all of the comments received.

Submission and Examination

- 4.13** Following the Publication consultation, the Local Plan will be examined by a Planning Inspector appointed by the Secretary of State. The Examination is a chance for an independent Inspector to test if the plan meets national policy and legal requirements. We will submit the plan, as well as any proposed changes which we consider appropriate in light of the comments made during the Publication consultation period, to the Secretary of State. Alongside the Local Plan we will submit the documents listed in paragraph 4.11 as well as all of the comments made by you and other stakeholders during the Publication consultation stage and a summary of the main issues that these raised.
- 4.14** Once we have submitted these documents they will be available to view in Central Library (with the exception of the full set of comments made during the Publication consultation stage and the supporting documents) and will be published on our website. We will also use other appropriate engagement methods to ensure everyone is kept up to date with progress. Planning regulations let us decide which of the supporting documents it is practicable to make available. This will likely depend on the scale of the additional documents, for example we may only include only key evidence base documents.
- 4.15** We will notify stakeholders on the planning policy database that the Local Plan has been submitted to the Secretary of State and that the plan and accompanying documents are available for inspection.

4.16 The Inspector will check that the Local Plan has been prepared in accordance with legal requirements and assess whether the the plan is 'sound'. The tests of soundness are that the plan is:

- **Positively prepared** - providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development.
- **Justified** - an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence.
- **Effective** - deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- **Consistent with national policy** - enabling the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework and other statements of national planning policy, where relevant.

4.17 Anyone who has made comments which are asking for a change to the the Local Plan at the Publication stage will have the opportunity to attend an Examination hearing session, where they will be able to put their views forward verbally to the Inspector. We will let everyone who made comments at the Local Plan Publication stage know at least six weeks before hearings are scheduled to begin, and will also publish information relating to the hearings on our website and in Central Library. The examining Inspector will decide, in consultation with us, when the hearing sessions take place.

4.18 The Inspector may recommend changes to the Local Plan to make it sound and / or legally compliant. The changes are called 'main modifications' and we will consult on these and forward the responses to the Inspector for consideration. At the same time we may put forward our own 'additional modifications' to deal with more minor issues. There is no legal requirement to consult on the additional modifications but we will usually consult on these alongside the main modifications.

4.19 At the end of the examination the Inspector will issue a report to us. This will recommend that the Local Plan is either adopted (with main modifications if necessary) or, if it is unsound and this cannot be put right through modifications, withdrawn. We will publish the report on our website, put a hard copy in Central Library and notify you if you have requested to be informed of this (in practice this is likely to mean we will get in touch with everyone on the planning policy database).

Adoption

4.20 We will then formally adopt the Local Plan. Once adopted, we will publish on our website and make a hard copy available of the following documents:

- The Local Plan

- Its adoption statement
- The Sustainability Appraisal report

The adoption statement will be sent to anyone who has asked to be notified of this and to the Secretary of State.

- 4.21** If you wish to challenge the validity of the Local Plan you have the opportunity to apply to the High Court to quash the plan. This is a legal process and can only be done for certain reasons⁶ and has to be done within 6 weeks from the date when the Local Plan was adopted.

Monitoring and revision

- 4.22** The implementation of Local Plan objectives will be monitored through an Authority Monitoring Report which we produce each year. This is published on our website at <https://www.manchester.gov.uk/authority-monitoring>.

Sustainability Appraisal and Equality Impact Assessment

- 4.23** As a council we have to consider the significant environmental, economic and social impacts of policies within any Local Plan that we prepare. We do this through a Sustainability Appraisal. The Sustainability Appraisal process will incorporate a Strategic Environmental Assessment and must meet legal requirements⁷.
- 4.24** Sustainability Appraisal will be undertaken alongside preparation of the Local Plan, culminating in the submission of a report, alongside the submitted Local Plan, to the Secretary of State. The first stage of the Sustainability Appraisal is known as the scoping stage and involves collecting baseline information on the current environmental, economic and social characteristics of the area likely to be affected by the Local Plan and reviewing plans, policies and programmes relevant to the Local Plan to identify the main sustainability issues, and from this developing a framework for appraising the Local Plan. We are required to consult Historic England, Natural England and the Environment Agency, to enable them to comment on the appraisal framework that has been developed to ensure that they are content with it. Depending on the scope of the Local Plan, and therefore its Sustainability Appraisal, in practice we will often involve additional stakeholders in this as necessary.
- 4.25** As draft Local Plan policies emerge these will be appraised to identify significant effects - both positive and negative - and to consider the potential for enhancing positive effects or removing / mitigating adverse effects. Through this process the proposals in the Local

6 This must be either because you feel that the procedural requirements for making a Local Plan have not been complied with, or because you feel that the document "is not within the appropriate power" i.e. not within the remit of Part 2 of the Planning & Compulsory Purchase Act 2004.

7 Strategic Environmental Assessment is required by the Environmental Assessment of Plans and Programmes Regulations 2004 and considers the environmental impacts of plans at their formation stage. Sustainability Appraisal is required by section 19(5) of the Planning and Compulsory Purchase Act 2004 and takes in a broader scope of impacts, looking at the economy and local communities / wider society as well as the environment.

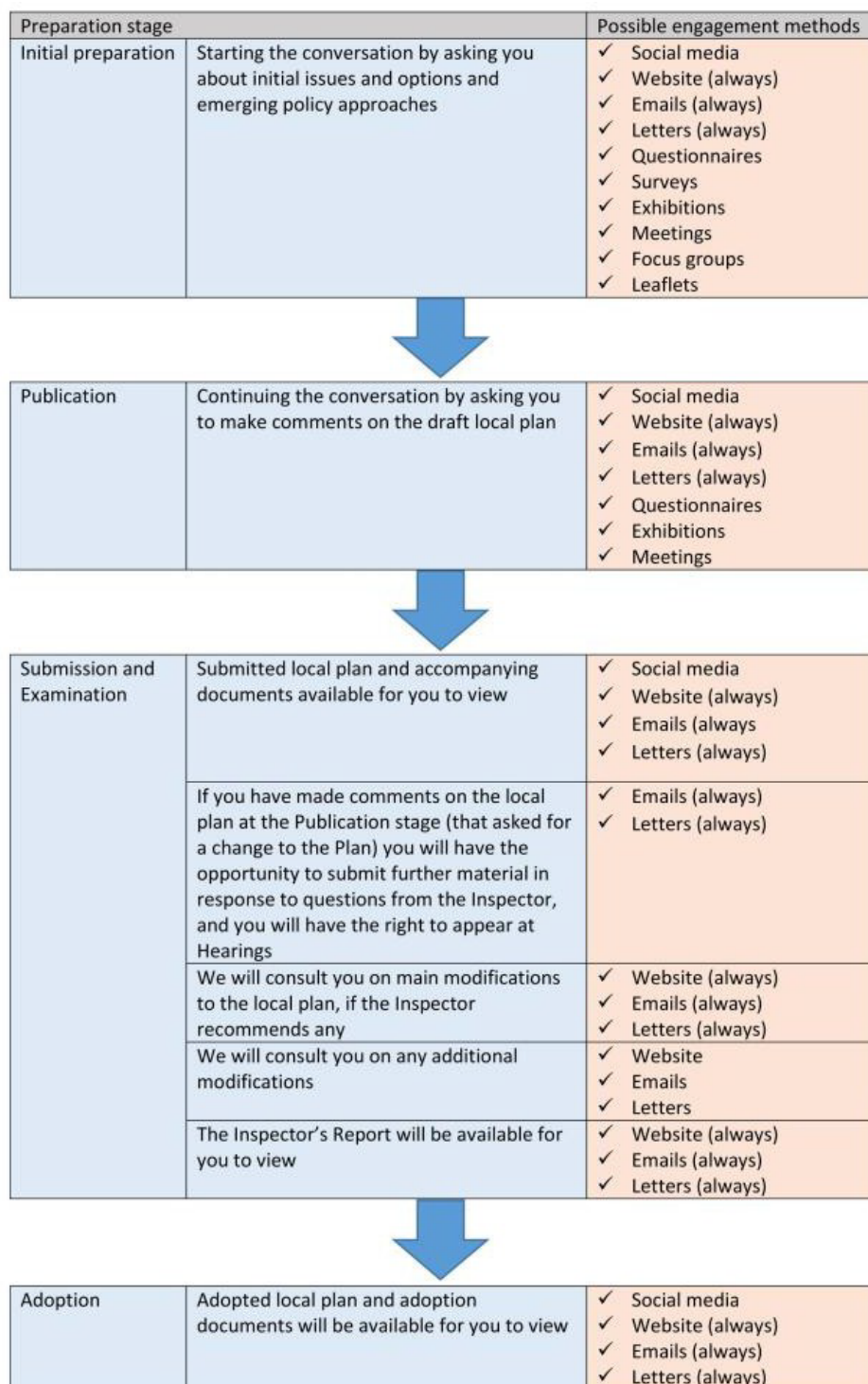
Plan will be refined in an open and objective way. At the Local Plan Publication stage we will also consult on the accompanying Sustainability Appraisal report for at least six weeks.

- 4.26** The Equality Act 2010 offers protection from discrimination, harassment and victimisation on the grounds of a range of people's characteristics. We will carry out an Equality Impact Assessment of the Local Plan to determine whether policies could impact upon any of these 'protected characteristics'. The Equality Impact Assessment may be undertaken alongside the Sustainability Appraisal.

Summary of key Local Plan consultation stages

- 4.27** Figure 4.1 Local Plan Preparation stages summarises the stages (as set out in paragraphs 4.2 - 4.20) where you will have the opportunity to be involved in Local Plan preparation. The potential engagement methods which could be used at each stage relate to those set out in chapter 2.

Figure 4.1 Local Plan Preparation stages



Key messages

- There will be plenty of opportunities for you to give us your views throughout Local Plan preparation, so that you can help to shape policies to address the issues that matter to you
- We will let you know how comments made during the consultation stages have informed the Local Plan
- Local Plan policies also need to be informed by the reports and studies which will be part of the evidence base
- If you have made comments asking for a change to the Local Plan at the Publication stage, you will be able to attend a hearing later on and give your views to the Planning Inspector, if you choose to

5 How you can get involved in Supplementary Planning Documents

- 5.1** We produce Supplementary Planning Documents when necessary to provide more detailed guidance on particular issues, building on from the policies in a Local Plan. As these are not Local Plans themselves they are not subject to independent examination but there are still two separate consultation stages.

Initial preparation stage

- 5.2** We will use a range of engagement methods to involve you at this early stage, depending on the the scope of the Supplementary Planning Document (SPD) being prepared. For example consultation on a SPD covering a limited geographic area could include workshops and meetings for people in that area; for a SPD covering a larger area but focused on a specific topic it could be more appropriate to consult groups with a specific interest in that issue.
- 5.3** We will summarise the issues raised at this stage and will then set out how these have been addressed in the draft SPD.

Formal consultation stage

- 5.4** The formal consultation period for a SPD lasts for at least 4 weeks but in practice this will often be for longer. During this time we will make copies of the draft SPD and the summary of comments referred to in paragraph 5.3 available at Central Library and on our website and will provide details of how people can comment on the SPD. We will notify stakeholders on the Planning Policy database, providing them with details of the consultation. We will ask the Council's neighbourhood officers to circulate information about the consultation to groups in their areas and will advertise the consultation on the Manchester voluntary and community sector support organisation's website (www.macc.org.uk) where appropriate.
- 5.5** Following the formal consultation period we will consider comments received during that period and make modifications to the SPD if necessary.

Adoption

- 5.6** We will then formally adopt the SPD. Once adopted, we will publish the SPD on our website and make a hard copy available of the following documents:
- The Supplementary Planning Document
 - Its adoption statement

The adoption statement will be sent to people who have asked to be notified of this.

- 5.7** You have the right to apply to the High Court for permission to apply for judicial review of our decision to adopt a SPD. Any application to the High Court must be made within three months of the date when we adopt the SPD.

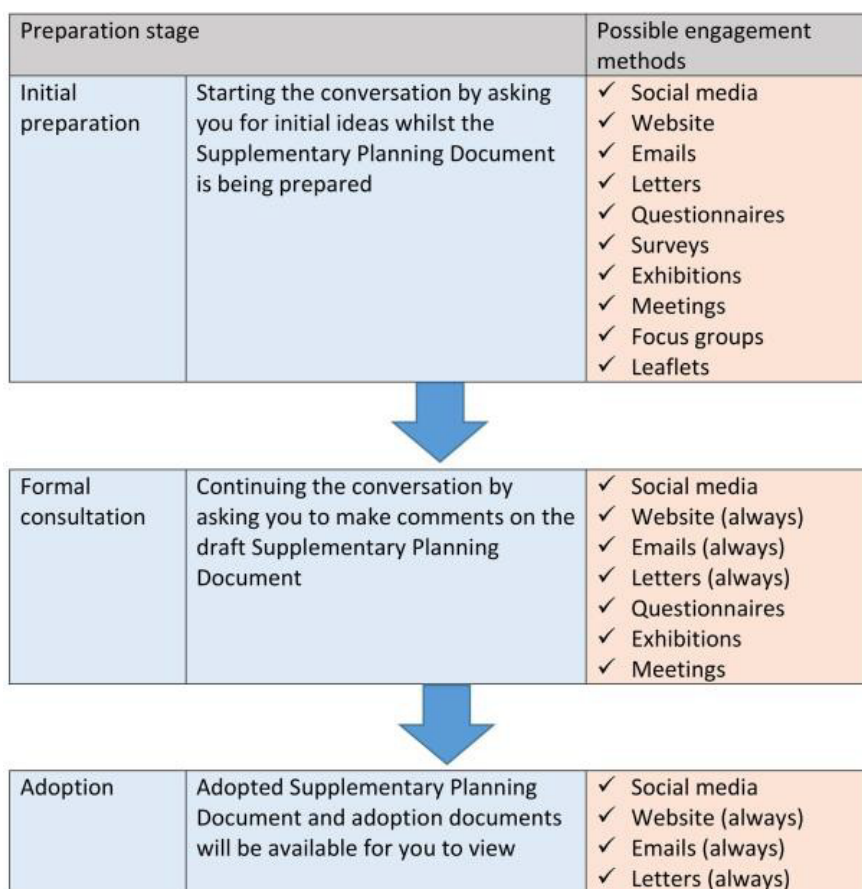
Sustainability Appraisal and Equality Impact Assessment

- 5.8** SPDs do not need to undergo Sustainability Appraisal, however in exceptional circumstances, where a SPD is likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan, it may require a Strategic Environmental Assessment. We'll consult Natural England, Historic England and the Environment Agency before making a decision on whether or not the SPD is likely to have significant environmental effects.
- 5.9** As SPDs are based on policies in adopted Local Plans they are unlikely to require an EQIA in their own right, as the policies which they are based upon will already have been assessed during the Local Plan preparation process.

Summary of key Supplementary Planning Document consultation stages

- 5.10** Figure 5.1 Supplementary Planning Document preparation stages summarises the stages (as set out in paragraphs 5.4-5.6) at which you will have the opportunity to be involved in SPD preparation. The potential engagement methods which could be used at each stage relate to those set out in Section 2.

Figure 5.1 Supplementary Planning Document preparation stages



Key messages

- A faster preparation process than for Local Plans, but there are still two consultation stages and your input is still vital
- Potentially engagement would be more specifically targeted to reach out to particular interest groups depending on the SPD subject matter

6 How you can get involved in Joint Planning Policy Documents

- 6.1** In addition to the planning policy documents which we prepare, there are also times when we produce planning policies in partnership with another local authority(ies). This may be because the policies will address issues which cross local authority boundaries and are common to more than one authority, and may arise out of the Duty to Co-operate requirement.
- 6.2** Greater Manchester has a long history of collaboration through the Association of Greater Manchester Authorities (AGMA) and subsequently the Greater Manchester Combined Authority (GMCA). GMCA is run by the leaders of the ten Greater Manchester Authorities and the Mayor of Greater Manchester.
- 6.3** To date several joint plans have been prepared, most recently Places for Everyone (2024) which is a joint development plan of nine Greater Manchester districts (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan) for jobs, new homes, and sustainable growth across these areas. In addition there are joint plans covering both minerals and waste (see Chapter 3) for all of the ten Greater Manchester districts.
- 6.4** These plans were prepared by officers from GMCA and from the Greater Manchester Minerals and Waste Planning Unit (MWPU), supported by officers from the relevant Greater Manchester districts. Consultation on the plans was carried out by GMCA / MWPU in line with the districts' Statement of Community Involvement, and the final plans were adopted by us after they had been through the Examination process.
- 6.5** GMCA has produced the joint Holcroft Moss Planning Obligations Supplementary Planning Document on behalf of the nine Places for Everyone authorities, which was adopted in 2025.
- 6.6** Any future joint Local Plans or Supplementary Planning Documents would likely be produced in a similar way: by a dedicated team, but with the finalised document being adopted by each participating Council. Consultation on joint policy documents would need to meet legal requirements and be carried out in line with the SCIs of the districts involved. Therefore, consultation on any Joint Local Plans would have to have regard to Chapter 4 of our SCI, and consultation on any Joint Supplementary Planning Documents to Chapter 5, meaning you will have the same opportunities to get involved as you would for Manchester-prepared documents.

Key messages

- **We have a track record of joint working with the other Greater Manchester authorities**
- **You will have the opportunity to get involved in Local Development Documents which cover a wider location than just the Manchester area**
- **The engagement process for joint Local Development Documents is likely to be led by a dedicated team rather than directly by us**

7 How you can get involved in Neighbourhood Planning

- 7.1** Neighbourhood planning gives you the opportunity to produce your own **Neighbourhood Plans** for your local area which, once adopted, will be part of the development plan and have the same status as Local Plans produced by us. You can also produce a **Neighbourhood Development Order** which will grant planning permission for developments that you'd like to see in your area, so that people do not need to submit a planning application to us for this type of development.
- 7.2** A community group wishing to prepare a Neighbourhood Plan or a Neighbourhood Development Order needs to be designated as a Neighbourhood Forum by us, for a defined area which we designate as a Neighbourhood Area. The exceptions to this are firstly, where there is a Parish Council in the area concerned - if this is the case they will take the lead on neighbourhood planning; secondly if a community organisation only wishes to prepare a 'Community Right to Build Order' (a type of Neighbourhood Development Order) then they can do this without the need to be designated as Neighbourhood Forum.
- 7.3** Full details for how you can initiate neighbourhood planning processes in your area are on our website at <https://www.manchester.gov.uk/neighbourhood-planning>. In addition, we have adopted a Framework for Neighbourhood Planning which sets out how we will consider applications for designation of Neighbourhood Areas – you can read this at [https://democracy.manchester.gov.uk/Data/Executive/20160914/Agenda/4 NP Policy Framework.pdf](https://democracy.manchester.gov.uk/Data/Executive/20160914/Agenda/4_NP_Policy_Framework.pdf). The Framework for Neighbourhood Planning states that the Council will support Neighbourhood Plans:
- where they complement wider Council policies and programmes for the regeneration of the City and its neighbourhoods;
 - in areas that can reasonably be represented by Neighbourhood Forums in terms of population and strategic significance; and
 - as a means of delivering the aims of the Our Manchester Strategy and those of the applying relevant body.

Our responsibilities to ensure that Neighbourhood Planning is a fair process for all residents

- 7.4** We need to ensure that everyone who will be affected by Neighbourhood Plans or Development Orders gets the chance to get involved in their preparation, even if they do not wish to be a member of the Neighbourhood Forum. Therefore, we will engage you throughout the process as set out below. In addition to the engagement carried out by us, the Neighbourhood Forum (or Parish Council if there is one) must ask local residents for their views whilst preparing the Neighbourhood Plan or Neighbourhood Development Order.

Applying to become a Neighbourhood Forum, and for designation of a Neighbourhood Area

- 7.5** When we receive an application from a community group to become a Neighbourhood Forum, or for designation of a Neighbourhood Area, we need to find out if you think that the community organisation applying would be suitable to take the lead on this process and whether the area proposed is a suitable area for neighbourhood planning purposes. We will consult for six weeks, publishing the applications online and notifying people on our planning policy database (see paragraph 2.4). When an area or forum is designated we will let you know.

Submission and Examination

- 7.6** Once a Neighbourhood Plan or Neighbourhood Development Order has been drafted, the Neighbourhood Forum (or Parish Council) will submit it to us. We will consult on the Plan or Order for a minimum of six weeks, publishing this on our website and notifying people on our database and people or organisations that the Neighbourhood Forum has told us have made comments on the Plan or Order whilst it was being prepared. For some types of Neighbourhood Development Order we will also publish a notice in the Manchester Evening News and put up site notices.
- 7.7** Following the consultation period, we will decide whether to approve the Plan / Order and submit it for Examination, or whether to refuse it. If going ahead to Examination we will appoint an Independent Examiner and they will report on the Plan / Order. If the Examiner approves the Plan or Order (as submitted or with modifications) and we agree with this then a referendum will be held to allow everyone in the affected area to say whether or not it should come into force.

Support that we will provide to you if you are working on Neighbourhood Planning

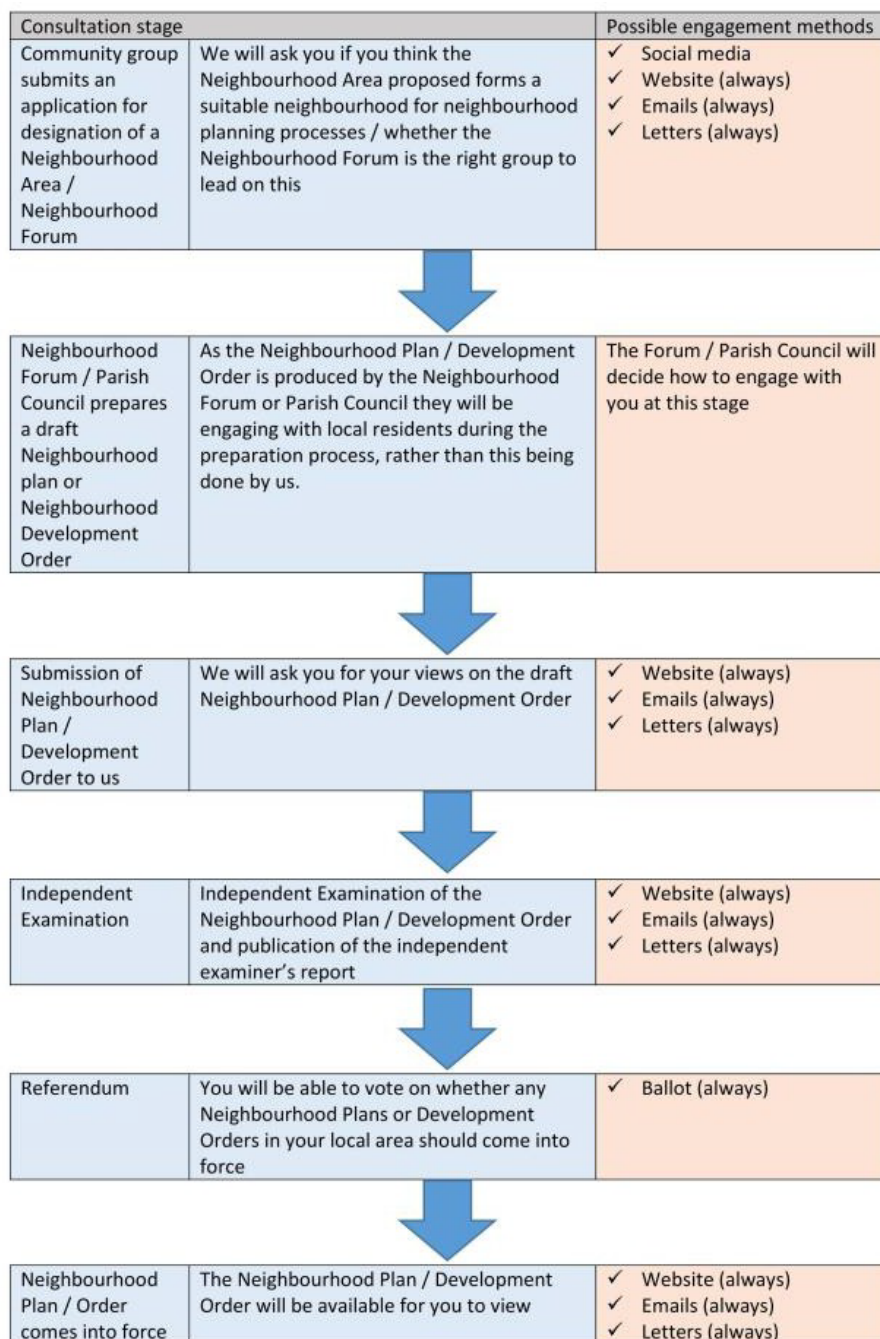
- 7.8** Neighbourhood planning is very much led by you, but we will give as much support as we can to help you with this. The type of support that we might be able to offer could include:
- Providing advice on the legal requirements relating to Neighbourhood Planning.
 - Checking neighbourhood area and forum applications, and Neighbourhood Plans and Development Orders before these are formally submitted.
 - Setting out the relevant Local Plan policies which a Neighbourhood Plan would have to comply with, and sharing the evidence base underpinning these.
 - Providing advice and guidance on involving a range of different groups in Neighbourhood Planning processes, including encouraging input from disabled people's groups, making consultation events accessible and using a broad range of engagement methods.

In addition, Planning Aid offers support to groups working on Neighbourhood Planning - please see <https://www.rtpi.org.uk/need-planning-advice/planning-aid-england/neighbourhood-planning/>

Summary of key Neighbourhood Planning consultation stages

- 7.9** Figure 7.1 Neighbourhood Planning preparation stages summarises the stages (as in paragraphs 7.5 - 7.7 above) where you will have the opportunity to be involved in Neighbourhood Planning processes.

Figure 7.1 Neighbourhood Planning preparation stages



Key messages

- **Neighbourhood planning is a much more hands on approach to getting involved in planning processes - you will be leading the process**
- **The Council will support Neighbourhood Planning as a way of delivering the wider objectives of the City**
- **The Council's role is more limited in terms of consulting on Neighbourhood Plans or Neighbourhood Development Orders than it is for Local Plans, but we will support you through the process of producing these documents and involving the wider community in their preparation**
- **If a community group is preparing a Neighbourhood Plan or a Neighbourhood Development Order and you do not want to work directly on it you can still get involved by giving your views through consultations and when it is submitted Ultimately you will be able to have your say when a referendum is held to ask**
- **whether a Neighbourhood Plan or Neighbourhood Development Order in your area should come into force**

8 How you can comment on Planning Applications

- 8.1** We receive around 2,500 applications each year. These include **major applications** for residential, office, light industry, heavy industry, storage, warehousing, servicing and retail development which are over the thresholds set out below; **minor applications** for all of these categories of development which fall below the thresholds; and **other types of application** comprising householder applications (e.g. house extensions), applications for advertising signs, Listed Building consent, changes of use and applications for prior approval. In addition we receive around 1,000 requests to discharge conditions on planning applications each year.
- 8.2** Major applications are defined in the Town & Country Planning (Development Management Procedure) (England) Order 2015, and are for the following types of development:
- Residential development for more than 10 units or on a site greater than 0.5 hectares if the number of units proposed is not known
 - Provision of building(s) with floorspace greater than 1,000 sq m
 - Development which has a site area greater than 1 hectare.
 - Waste development.
 - Winning and working of minerals.
- 8.3** Of the 2,500 applications approximately 30% are householder applications. Approximately 5% are major applications and the remainder are more minor applications and the other types of non-major application excluding householder.
- 8.4** Once a planning application is submitted, we use the advertisement and consultation methods set out in Table 8.1 and contact statutory consultees as set out in the Town & Country Planning (Development Management Procedure) (England) Order 2015, as required depending on the type of application. The list of consultees for different types of application is set out in Schedule 4 of the Town & Country Planning (Development Management Procedure) Order 2015 which can be viewed at www.legislation.gov.uk.
- 8.5** Site notices, letters to neighbours and advertisements in the Manchester Evening News state that plans can be viewed on our website (www.manchester.gov.uk/planning/publicaccess), and give the deadline for comments. Site notices include a QR code which can be scanned to link straight to the application online. Comments can be made online via the website, by email to planning@manchester.gov.uk or in writing. Members of the public can come into the town hall to talk to a planning officer about a planning application by appointment, please contact the case officer (listed under the 'further information' tab on Public Access via the weblink above). Comments received on planning applications will not normally be acknowledged by us.

8.6 Applications which we are currently considering can be viewed on our website. 'Public Access' is an online service that allows people to monitor the progress of an application, view documents related to an application, submit comments, search a constantly updated list of applications received and decided each week, view details of many historic applications and view property details by reference to a map. If an appeal has been lodged then these details will also be available. You can use Public Access at www.manchester.gov.uk/planning/publicaccess. You can also register to receive email notifications about new applications which meet criteria of your choice, for example of a specific type or within a defined geographical area - details are in the User Guide available via the weblink above. Comments made by interested parties are not made public until after the application is determined (for applications determined under delegated powers), or five working days before Planning & Highways Committee (for applications where the decision is made at committee).

Table 8.1 Advertisement and Consultation Methods

Method	Small applications	Major applications*	Applications requiring #	Listed Building Consent
Site notice advertising application	in some circumstances ⁸	yes	yes	yes
Neighbour notification letter ⁹	yes	yes	yes	where required
Advertisement in the MEN		yes	yes	yes
Online comments made on Council's website	yes	yes	yes	yes

= applications that require an Environmental Impact Assessment, or are a departure from the development plan or would affect a right of way. * Major applications are defined in paragraph 8.2

Development proposals requiring more in-depth consultation.

8.7 For significant development proposals, for example those in the categories below, we will encourage developers to consult with the community before they submit a planning application:

⁸ Where this is necessary in place of neighbour notification, for example because the application is central within a site and located away from adjacent residents

⁹ When there are no neighbours adjacent to the application site then a site notice may be used instead, and in the case of large multi-occupied buildings a notice at the entrance may be used rather than individual letters

- Development proposals that will require major developer contributions (through section 106 agreements) in order for permission to be granted, where the contributions will be beneficial to the community.
- Development on playing fields owned by the local authority or used by educational institutions.
- Development on a greenfield site for more than 150 dwellings.

8.8 The decision on whether a proposal will need more in-depth consultation will be based on its nature or scale and will be made by our planning officers in conjunction with regeneration teams, ward co-ordinators and local community groups where appropriate. Developers should be mindful that the Council will need to satisfy its public sector equality duty when making planning decisions, so as well as consulting with the public, we will encourage developers to consult with various parties, which could include equalities groups, as well as with specific infrastructure and service providers who can advise developers on any need for increased provision of services etc. This will be done on a case by case basis depending on the nature of the application.

8.9 Pre-application consultation is beneficial to both the community and the developer as it allows the developer to design a proposal which takes on board the opinions of the community. This will mean that there are likely to be fewer objections once an application is submitted. Negotiations on s106 agreements will be between the developer, planning officers and relevant council services and in consultation with councillors. Comments from consultees will be taken into account when negotiations take place.

8.10 The format of the consultation that the developer uses is likely to be discussed with us as part of pre-application discussions, to help ensure that there is an effective opportunity for people to comment and steer development. The following methods are likely to be suitable and should be used as appropriate:

- **Letters sent to residents and businesses** in nearby streets telling them what is proposed, how they can get more information and how they can give the developer their views
- **Public exhibition** in an accessible location close to the development (e.g. library or supermarket) which tells the public about what is happening and gives them an opportunity to make comments
- A **website** set up by the developer
- **Leaflets distributed to nearby streets and placed in facilities** near the proposed developments which have a tear off slip for comments
- **Social media** used by the developer to advertise the development and associated consultation events

8.11 Pre-application discussions with the Council could also help determine the scope of consultation needed, for example how large an area should be leafleted. Our officers can advise developers of local groups who have been involved in pre-application consultation before. We can also give advice on how to make events as accessible as possible and suggestions for advertising the event etc.

- 8.12** When the developer submits a planning application following the consultation, they are expected to accompany it with a record of the consultation that took place. Copies of responses will be requested and required for the planning submission, so that it can be seen how the developer incorporated people's comments into their final proposal and for us to consider. Our officers would not attend developers' consultation events except in exceptional circumstances to give information about the planning process rather than give any views on the proposal.
- 8.13** We can't require developers to carry out pre-application consultation using the methods set out above, but it is encouraged. Where developers have not engaged with local residents and businesses, it is possible that an application could generate more objections once submitted. This could result in the developer having to amend their application to address the objections which could delay the decision making process. If a developer makes significant amendments to their application it is likely that those initially notified and people who have commented will be informed. Comments made on planning applications must relate to planning issues.

What happens to people's comments?

- 8.14** Delegated powers are used to determine the majority of applications in Manchester. Comments of a planning nature received from the public on planning applications are taken account of when making a decision to grant or refuse permission, as well as looking at development plan policies, national and regional guidance and other material considerations. People who have made comments can track the progress of an application using the Public Access system.
- 8.15** The Planning & Highways Committee makes decisions on the remaining small number of applications. The meetings are held in public and whilst the public do not have a right to speak, the Committee Chair will usually allow a representative for the applicant and one objector / supporter to address them.
- 8.16** The decision to grant or refuse planning permission will primarily be based on policies in Local Development Documents, extant Unitary Development Plan policies whilst these remain 'saved' and national policy, as well as taking into account comments from the public where they relate to planning issues (see Picture 1.1).

Implementation stage

- 8.17** Once development has started on a site you can tell us about any problems that are being caused or planning conditions that are not being complied with. If there are concerns, the planning team will contact the developer.

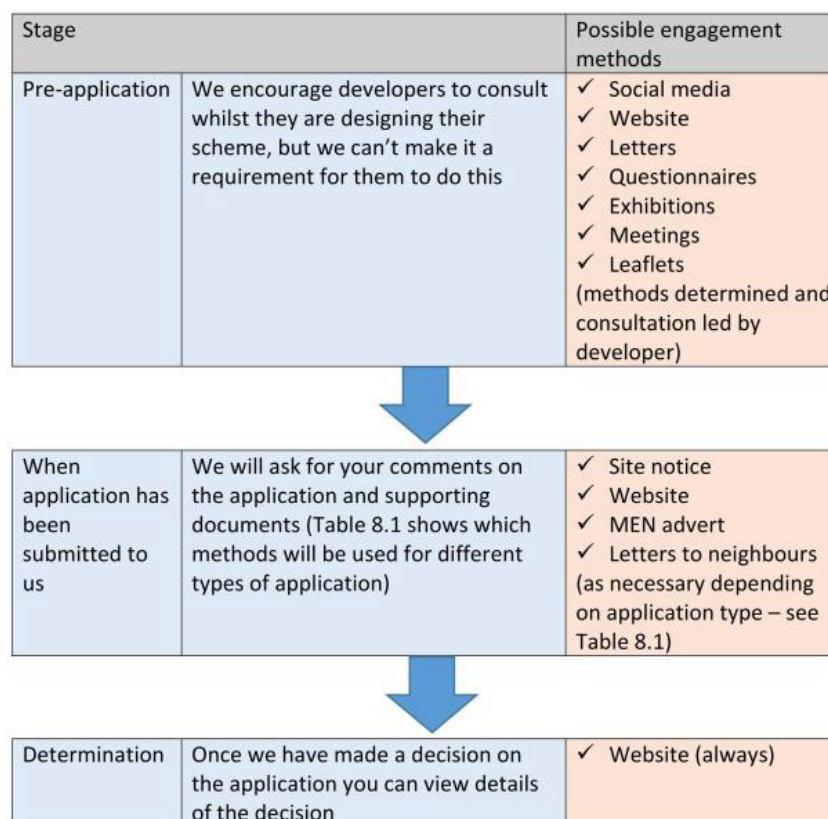
Reporting Back

- 8.18** Decisions on planning applications are published on our website via the Public Access system. People who have made comments on an application can track the progress of an application using Public Access (see paragraph 8.6).

Summary of key development proposal consultation stages

8.19 The following diagram summarises the stages when you can have your say on development proposals and planning applications, as set out in paragraphs 8.4-8.18.

Figure 8.1 Key planning application consultation stages



Key messages

- Your involvement may affect how or whether proposed developments go ahead
- We will contact you directly to ask for your views on planning applications which are very close to your house
- Major planning applications will be advertised in the Manchester Evening News and by a site notice as well as notifications going to neighbours
- All applications can be viewed and commented on online
- Developers might ask you for your views on their proposals before they submit an application to us
- If you've made comments on a planning application you can track its progress online
- Representations received will be considered and will be summarised in the officer's report when making decisions on applications

9 Getting help from Planning Aid

- 9.1** Planning Aid England provides free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees. Planning Aid offers advice and guidance on all aspects of the planning system and can help you to:
- Understand how the planning system works
 - Comment on planning proposals
 - Get involved in the preparation of the Local Plan in your area
 - Participate in neighbourhood planning
 - Apply for planning permission or appeal against the refusal of permission
- 9.2** Further information is available on Planning Aid's web page <https://www.rtpi.org.uk/need-planning-advice/planning-aid-england/about-planning-aid-england/> and you can contact Planning Aid England at info@planningaid.rtpiu.org.uk or by phoning 0370 774 9494.

