

# **Lincolnshire County Council Statement of Community Involvement 2026-2030**

**February 2026**

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# 1. Introduction

1.1 Lincolnshire County Council (the County Council) is required to prepare a Minerals and Waste Local Plan and associated planning policy documents to set out how and where we consider that the area's needs for minerals and waste management facilities should be met. We are also responsible for determining planning applications for mineral and waste development as well as development required to carry out our own services such as major highway schemes and schools.

1.2 You play an important role in the planning system by having your say in planning decisions that affect your community. You can get involved in the process:

- during public consultation on draft plans and other planning policy documents
- on planning applications

1.3 This Statement of Community Involvement (SCI) sets out

- who will be consulted
- how and
- at what stage

This applies to:

- preparing new planning policy documents
- updating planning policy documents
- determining planning applications

1.4 This SCI explains:

- the engagement methods we use, including publicity and consultation, based on the different stages of the planning process
- the statutory requirements we must meet at each stage
- what other engagement might happen, where resources allow, in addition to these minimum requirements

1.5 This SCI covers the administrative county of Lincolnshire as shown on Figure 1.

1.6 We must comply with the adopted SCI in preparing relevant planning policy documents and in determining planning applications.

1.7 We promote an open and transparent consultation process where communities and other stakeholders are encouraged to be involved in the decisions being made. The guidelines in this document aim to ensure that the process for responding to consultations is understood and accessible so everyone who wishes to can give their views on proposals quickly and easily. People often have different perspectives so we can't always make changes or decisions that reflect everyone's views. Our aim is to ensure we explain appropriately why we have made particular decisions.

Figure 1: County of Lincolnshire



1.8 This SCI is divided into three sections:

- (i) **Section 1: Planning Policy** - how we engage with the public and other interested parties when we produce or review our Minerals and Waste Local Plans and prepare Supplementary Planning Documents (SPDs) as appropriate. This section also includes a summary of our limited role in supporting the development of Neighbourhood Plans.
- (ii) **Section 2: Development Management** - how we consult when we are determining planning applications
- (iii) **Section 3: Nationally Significant Infrastructure Projects**

1.9 National policy provides the overarching framework and principles for planning, which local plans then use to create site-specific visions for an area. Development management is the process of applying these national policies and the local plan to individual planning applications, which must be determined in accordance with the development plan unless material considerations indicate otherwise. The introduction of high level strategic plans, entitled Spatial Development Strategies (SDSs) is included in the Planning and Infrastructure Bill. SDS's will be prepared by combined authorities, combined county authorities, upper-tier county councils, and unitary authorities, and form part of the development plan for an area. Local Plans will need to be in general conformity with the relevant SDS.

## 2. National Policy Context

- 2.1 The requirement to produce an SCI is set out in Section 18 of the Planning and the Compulsory Purchase Act 2004. It requires us to have an up-to-date SCI to explain how we involve the community in plan-making and when considering planning applications.
- 2.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), referred to as the '2012 Regulations' sets out the steps to produce local plans and supplementary planning documents. It also details who is included at each consultation stage and which documents are available at each stage of the process.
- 2.3 The 2012 Regulations also require SCI's to be reviewed every five years. This SCI replaces our 2019 SCI. If legislation or regulations alter planning service engagement requirements we will review the SCI earlier.
- 2.4 For planning applications, The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the procedure to be followed by local planning authorities when processing planning applications.
- 2.5 The National Planning Policy Framework (NPPF) also provides clear advice that early, proportionate and effective engagement with communities and stakeholders is an essential part of the plan making process.

## 3. Corporate commitment

- 3.1 Effective engagement is a priority. We are committed to making it easier for people to share their views, and for us to capture opinions. This commitment features in the Engagement Strategy when published.

## 4. Digital engagement

- 4.1 Digital engagement provides a convenient, efficient and more sustainable way to provide large documents. Due to the rural nature and size of Lincolnshire, it can be difficult for some to get to council offices. Our customer strategy 'sees us utilising principles of the digital strategy to enhance the ways that our services are accessed and delivered. Our customers increasingly want to access our services through digital channels. We will utilise modern technologies to ensure that this channel of choice is as effective and efficient as possible whilst ensuring that those who are unable to interact with us in this way receive the help and support that they need'.
- 4.2 As such, the internet will be the primary method of communication when engaging communities during the plan making process or consulting on planning applications. It is recognised however, that reliance solely on electronic communication is not always appropriate. We will use site notices and letters where necessary to ensure effective engagement. Paragraphs 9.15 and-9.16 explain how to comment on a planning application. Representations made via email are not accepted.

## 5. Data Protection

- 5.1 Planning is a statutory function and any information is held on the lawful basis of public task in accordance with the EU General Data Protection Regulation, implemented through the [Data Protection Act 2018](#) in the UK. How the Council processes and retains that data is contained within the Planning Services [privacy notice](#).

# Section 1: Planning Policy

## 6. Plan Making

- 6.1 Lincolnshire is a major producer of minerals and handles significant quantities of waste. The Minerals and Waste Local Plan is a development plan document (DPD) that guides the future provision of minerals and waste management facilities across Lincolnshire.
- 6.2 The County Council has a statutory duty to produce, monitor and review a Minerals and Waste Local Plan, which may comprise one or more DPDs. DPDs form part of the statutory development plan for the county. Under planning law, applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 6.3 The current Minerals and Waste Local Plan is comprised of two separate DPDs:
- Core Strategy and Development Management Policies (adopted in June 2016)
  - Site Locations (adopted in December 2017)

### Local Plan Review

- 6.4 The 2012 Regulations require Local Plans to be reviewed at least every five years. In 2021, we [reviewed](#) the existing adopted plan: Core Strategy and Development Management Policies and Site Locations. The review concluded that the Lincolnshire Minerals and Waste Local Plan should be updated in full. Work has started on preparing a new, updated Minerals and Waste Local Plan to guide waste and minerals provision in Lincolnshire and will reflect changes to national legislation and the government's planning framework. The new plan will consist of a single local plan document and will set out the following:
- Scope of the document - summarises the key characteristics of the county and how these are likely to change over the plan period
  - Spatial portrait - summarises the key characteristics of the county and how these are likely to change over the plan period
  - Our vision and objectives - shapes the overall direction of the plan, setting out the long-term objectives to guide the delivery of sustainable minerals and waste development up to 2042.
  - Strategic policies - make provision for and guide the scale, type and location of minerals and waste development in Lincolnshire, to deliver the vision and strategic objectives of the plan.
  - Allocation of sites and/or areas - allocate specific sites, preferred areas and/or areas of search for minerals and waste development (where both a need and suitable sites/areas have been identified)
  - Development management policies - provides detailed policies to guide decisions on planning applications to minimise impacts on the environment and amenity, and where appropriate, secure environmental gains.

- 6.5 We will publish the outcomes of any future Local Plan reviews on our website. Where updates are required, we will follow the process set out below.

## Community Involvement

- 6.6 This section sets out how we will involve the community and stakeholders in the production or replacement of DPDs and supplementary planning documents. The minimum legal requirements for consultation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 6.7 A timetable for the Minerals and Waste Local Plan is set out in the Council's Minerals and Waste Development Scheme which is reviewed regularly and available to the public on our [Minerals and Waste webpages](#). Information showing the Council's compliance with the timetable as set out in the Minerals and Waste Development Scheme is reported in the Authority Monitoring Reports, available on our website.

## Who will be involved?

- 6.8 In line with the requirements of the 2012 Regulations, when producing DPDs to update our Minerals and Waste Local Plan, we must legally consult 'Specific' and 'General' consultation bodies who are considered to have an interest in the proposed Plan:
- specific consultation bodies are statutory consultation groups that are often knowledgeable in certain subjects, for example the Environment Agency, Natural England and statutory undertakers and relevant authorities which includes parish councils.
  - general consultation bodies include a wide range of other groups and organisations such as voluntary bodies, special interest groups, for example those that represent the interests of seldom heard groups.
- 6.9 We must also consult local residents and businesses within the area, including for example, the mineral and waste industry, where it is considered appropriate. We will use discretion to identify the relevant interested parties to consult at different stages of DPD production. We will also contact any interested parties that have specifically 'opted in' to receive e-mail notifications about minerals and waste policy matters. Any individual or group is welcome to participate during the consultation stages as listed in paragraph 6.17.
- 6.10 To promote greater community participation and meet the needs of different communities, a variety of methods may be used at various stages of the plan making process.

## Seldom Heard

- 6.11 For some people it may be difficult to get involved in the planning process for a range of reasons. These people are often referred to as belonging to 'seldom heard groups'. Particular effort will be made to identify and engage underrepresented and seldom



heard groups in Lincolnshire, including those with protected characteristics. Within a sparsely populated county such as Lincolnshire, it is important to ensure rurally isolated communities are included.

6.12 Where appropriate, we will involve seldom heard communities during the production of planning policy documents. We:

- identify specific organisations, with assistance from our engagement team
- ensure our online documents and information are accessible, where possible
- provide a variety of ways to contact the service
- provide information in print or alternative formats
- use accessible venues when events are proposed

### **Equality Impact Analysis**

6.13 We are committed to promoting equality. We'll check all relevant DPDs to ensure policies do not discriminate against individuals or groups of people with protected characteristics. We want to make certain there is equal opportunity for all members of the community to get involved in the stages of plan production.

### **Duty to Cooperate**

6.14 On 27 November 2025 the Minister of State for Housing and Planning issued a Written Ministerial Statement with regard to the implementation of new plan-making regulations. The new plan-making system provided by the Levelling-Up and Regeneration Act 2023 does not include the Duty to Cooperate. The Government has decided not to 'save' this Duty and as such this will no longer be a requirement for plans examined in the existing system'

### **When and how we will consult**

6.15 All public consultation on planning policy documents will be made available online. For those who wish to view policy planning documents online but do not have a computer or the internet at home, a public computer can be [booked](#) at Lincolnshire libraries. Information on the availability of hard copies of the relevant consultation documents is provided in paragraphs 6.22, 6.27 and 7.3 below. Paper copies can be provided on request to individuals however, there may be a charge to cover production and postage costs.

6.16 Legislation requires a DPD to go through a process of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The purpose of an SA is to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of planning policy documents. The SA incorporates a Strategic Environmental Assessment (SEA) carried out under the Environmental Assessment of Plans and Programmes Regulations 2004. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

6.17 The key stages of preparation of DPDs are prescribed by the 2012 Regulations. Below is a summary of the stages at which interested parties can get involved and the following sections detail what we do at each stage and when and how you can engage in each stage of the process. Where possible and appropriate, we will go beyond the minimum requirements to promote greater community participation.

- Plan Preparation stage (Regulation 18)
- Publication of a local plan stage (Regulations 19 & 20)
- Public Examination stage (Regulation 24)
- Adoption stage (Regulation 26)

### **How to respond**

6.18 The planning policy consultation response methods are detailed below.

6.19 Representations will not be accepted if they:

- are only posted on social media
- contain unacceptable, offensive language or threats
- are made after the consultation has ended

### **Plan preparation (Regulation 18) Consultation**

6.20 During the early stages of evidence gathering and preparation of a DPD, we are required to notify specified bodies or persons of the subject of the document to be prepared and invite them to make comments about what it should contain.

6.21 The number of consultations carried out at Regulation 18 stage is at the discretion of the County Council and so may vary depending on the nature and complexity of the DPD being prepared. Regulation 18 consultation often comprises two separate stages: an 'Issues and Options' stage to scope out the key themes to be covered; and a further consultation on the 'Preferred Approach' subsequently identified, enabling views to be put forward on a 'Draft' document prior to the next stages of production. For less complex documents, there may only be the need for a single Regulation 18 consultation.

6.22 The statutory requirements for community involvement at Regulation 18 stage(s), and those measures we may utilise beyond the statutory requirements are listed below:

#### **Statutory requirements for Regulation 18 consultation**

- To notify (by letter or e-mail) and invite representations from:
  - Specific consultation bodies
  - General consultation bodies
  - Residents or other persons carrying on business within the area where appropriate - [Regulation 18 of 2012 Regulations](#)

- Notify all those considered to have an interest, detailing the consultation period and how comments can be made

### **Options for additional measures**

- Publish the consultation document and supporting evidence on the County Council's website including the consultation period and how comments can be made.
- Notify local media organisations
- Publicise on social media
- Stakeholder meetings (where appropriate)
- Public drop in events at key venues (where appropriate).

## **Publication version (Regulation 19 & 20) Consultation**

- 6.23 After considering the responses received during the previous stage(s) in relation to the formulation of a 'Draft' document, the next stage is the production of a 'Proposed Submission' or 'Publication Draft' of the DPD. This will be the 'final' version of the DPD and the version that we propose to submit to the Secretary of State.
- 6.24 Regulation 19 requires the Proposed Submission version of a DPD, along with accompanying 'proposed submission documents', to be made available for a period of formal public consultation to allow the local community and interested parties to make representations on the 'soundness' and legal compliance of the proposed final version of the document.
- 6.25 The 'proposed submission documents' that accompany the DPD will include a statement summarising issues raised in responses received during Regulation 18 consultation(s) and how these were taken into account in the final document. Unfortunately, it will not be possible to reply to each individual person or respond to every comment raised, but we will ensure all comments received are carefully considered.
- 6.26 The formal representation period will be for no less than 6 weeks. Only comments submitted during the published representation period will be accepted.
- 6.27 The minimum requirements for community involvement at Regulation 19 stage, and those measures we may utilise beyond the minimum requirements where time and capacity allow are provided below:

### **Statutory requirements for Regulation 19 consultation**

- Provide access to a hard copy of the Proposed Submission Documents at Lincolnshire County Council, Newland, Lincoln, LN1 1YL during normal office hours.
- Publish the Proposed Submission Documents on the County Council's website.
- 6 week formal consultation

- Make a 'statement of representations procedure' available as above, (this will detail how representations can be made and the deadline for comments.
- Notify the 'specific' and 'general consultation' bodies, previously invited to make representations at Regulation 18 stage, that the proposed submission documents are available for inspection and the places and times they can be inspected, and provide the statement of representations procedure

### **Options for additional measures**

- Notify local media organisations
- Publicise on social media
- Stakeholder meetings where appropriate.

### **Submission of a DPD (Regulation 22)**

- 6.28 Following Regulation 19 consultation, we will submit the DPD to the Secretary of State for independent examination. The DPD will be accompanied by a number of 'submission documents' which will include a statement providing a summary of the main issues raised in any representations at Regulation 19 stage, along with copies of the representations received.
- 6.29 A copy of the 'submission documents' and associated information will be made available on our website and appropriate submission documents will be made available at the Lincolnshire County Council principal office at Newland Lincoln LN1 1YL
- 6.30 We will notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the submission documents are available for inspection and the places and times they can be inspected, along with anyone else who has specifically asked to be notified when the DPD is submitted.

### **Independent Examination (Regulation 24)**

- 6.31 The Secretary of State will appoint an independent Planning Inspector to examine the Local Plan. The examination will assess whether the plan has been prepared in accordance with legal and procedural requirements and if it is sound. The Planning Inspector will carefully consider any representations made at Regulation 19 stage as part of the examination process.
- 6.32 At least 6 weeks before the examination commences, we will publish the date, time and place at which the hearings will be held, and the name of the person appointed to carry out the independent examination. These details will be provided the County Council's website, and at our principal office at Newland, Lincoln, LN1 1YL. A press release will be issued and details of the upcoming hearings publicised through our social media channels. We will notify people who made representations at Regulation 19 of the date and location of any public hearings (when the details

become available) and publish the details of the independent programme officer who provides administrative support to the examination.

- 6.33 Any interested parties and members of the public can attend and observe the examination hearings, however the right to appear and be heard at examination hearings is generally limited to those persons who have made representations seeking a change to the Plan.
- 6.34 If, during examination, it is determined that modifications are necessary to make the DPD sound, and if required by the Inspector, we will carry out additional consultation on the proposed modifications. Responses to this additional consultation will be forward to the Inspector for consideration.

### **Adoption (Regulation 26)**

- 6.35 At the end of the examination the Inspector produces a report for the County Council setting out recommendation(s) and the reasons for them. Upon receipt, we will publish the Inspector's Report on our website and make it available for inspection at our principal office. We will notify anyone that requested to be informed of the receipt of the Inspector's Report.
- 6.36 If the DPD is found sound and legally compliant and the County Council adopt the document (subject to the incorporation of any modifications recommended by the Inspector), a formal Adoption Statement will be issued and made available alongside the adopted DPD and other supporting documents on our website, and at our principal office. We will also send a copy of the Adoption Statement to any person that requested to be notified of the adoption of the DPD. A press release will be issued and details of the adoption publicised through our social media channels. Amongst other things, the Adoption Statement will detail any modifications made to the DPD and will set out a six-week period for legal challenge which follows adoption of a DPD.

### **County Council Committees**

- 6.37 Decisions and recommendations on draft policy documents for consultation and recommendations for adoption are made by one or more of the following:
- Environment Scrutiny Committee
  - The Executive
- 6.38 The decision to submit a plan for examination or to adopt a DPD is taken by a meeting of the Full Council.

## **7. Supplementary Planning Documents**

- 7.1 Supplementary Planning Documents (SPDs) add further detail to the policies set out in DPDs. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design but cannot introduce new policy into the development plan. SPDs are however a material consideration in planning decisions

but are not part of the development plan. SPDs are subject to consultation but not to examination and will only be prepared where necessary.

- 7.2 Any SPD we produce is prepared according to planning legislation and subject to targeted community involvement. This type of document is not required to pass through all the same stages as Local Plans and is not subject to examination.

### **Who will be consulted on SPDs**

- 7.3 We may prepare SPDs at any time. If work on the Minerals and Waste Local Plan identifies a need for an SPD, details would be included in an amended 'Lincolnshire Minerals and Waste Development Scheme'. Consultation will be in line with [Regulation 12 and 13 of the 2012 Regulations](#). When preparing an SPD, any individual, business, organisation or group is welcome to take part in the public consultation stage(s). However, we may choose to specifically notify those individuals, businesses, organisations and groups which we think have a particular interest in the SPD and invite them to comment. The minimum requirements for community involvement in the production of an SPD and those measures we may utilise beyond the minimum requirements where time and capacity allow are provided below:

#### **Statutory requirements for SPD consultation and notification**

- provide access to a hard copy of the documents at Lincolnshire County Council, Newland, Lincoln, LN1 1YL during normal office hours
- publish the draft SPD and relevant documentation on our website
- 4-week formal consultation
- explain how to respond

#### **Options for additional measures**

- Publicise on social media
- email or write to relevant consultees and anyone who has asked to be involved
- where appropriate, hold public drop-in sessions and/or stakeholder workshops in suitable locations

### **Adoption of an SPD**

- 7.4 An SPD must be adopted by County Council resolution. As soon as we adopt an SPD we will:
- produce an Adoption Statement which will be made available alongside the SPD on our website and at our principal office
  - a copy of the Adoption Statement will be sent to those that have asked to be informed of the adoption of the SPD
  - The Adoption Statement will include:
    - details of provisions available for judicial review as set out in the 2012 Regulations (as amended)

- any modifications made to the SPD as a result of representations received
- The adoption of the SPD may also be publicised via a press release and our social media accounts.

## 8. Neighbourhood Plans

- 8.1 Neighbourhood Plans are prepared by parish or town councils or local groups (called neighbourhood forums). A neighbourhood plan allows a local community to develop a shared vision for their neighbourhood and shape the development and growth of their local area. NPPF Paragraph 13 requires that 'Neighbourhood plans should support the delivery of strategic policies contained in local plans or spatial development strategies; and should shape and direct development that is outside of these strategic policies.' Once 'made' a neighbourhood plan forms part of the development plan and sits alongside local plans.
- 8.2 A borough, city or district council must take decisions at all key stages in the neighbourhood planning process and provide advice or assistance to the organisation which is producing a neighbourhood plan or order. While we do not have specific duties or resources dedicated to neighbourhood planning, we make every effort to ensure that neighbourhood plans give due regard to the policies set out in the Minerals and Waste Local Plan.
- 8.3 On request and where resources allow, we provide comments and advice to parish or town councils or neighbourhood forums preparing neighbourhood plans that fall within mineral safeguarding areas or within proximity of existing or allocated minerals and waste sites and areas (as defined in the Minerals and Waste Local Plan).

## Section 2: Development Management

### 9. Planning Applications

- 9.1 In Lincolnshire, we assess and determine planning applications relating to the following development proposals (as explained in chapter 2):
- minerals extraction, including onshore oil and gas, and related development, including the restoration and aftercare of sites
  - waste management proposals, such as new recycling and treatment facilities, waste transfer stations and disposal facilities
  - our own developments, sites and assets, such as schools, libraries, fire stations, highway schemes and household waste recycling sites
- 9.2 All other types of planning application, for example housing and commercial development, are dealt with by the relevant borough, city or district council in Lincolnshire.
- 9.3 Our [website](#) provides information on how you can submit a planning application. It includes details of all the information and documents that must be submitted alongside it. This section explains how we will handle and process any applications that we receive and how you can comment on them.

#### Pre-application engagement

- 9.4 Applicants are encouraged to involve the local community when developing their proposals even if they are not required to do so by law. Such engagement can be beneficial to both the applicant and the community, as it can foster transparency and enable proposals to respond to local needs and desires.
- 9.5 Before applying for planning permission applicants are encouraged to engage the local community, have due regard to any comments and views received on the proposed scheme and, where possible, make changes to their proposal before submitting an application. When submitting their application, applicants should provide details of the engagement and how it shaped the final proposal.
- 9.6 We also encourage developers to engage with the Council's pre-application advice service before submitting a planning application. Charges apply and vary with the level of advice sought. Details can be found on our [Request pre-application advice](#) webpages. The value of this process is clearly stated in paragraphs 40 - 43 of the [National Planning Policy Framework](#) and in Planning Practice Guidance: '[Before submitting an application](#)'.

#### How to find out about a planning application in your area?

- 9.7 When a planning application is received we will publish details of the application on our Planning Register which can be found on the '[Find a Planning Application](#)' page of our website. Specifically we will publish details of:



- the nature of the development;
- location;
- details of how comments on the application can be made and the deadline for comments to be submitted;

9.8 All applications and comments received will be published in accordance with the terms and conditions as set out in the Planning Services Privacy Notice on our website.

9.9 We are required to publicise and notify the public on certain types of planning application that we deal with. The Town & Country Planning (Development Management Procedure) (England) Order 2015 sets out the minimum standards to be adopted and we use a range of different methods which include site and press notices, neighbour notification letters, our website and social media. These methods build on the minimum standards set out in legislation:

- **Site Notices** - displayed for most types of planning application and are typically posted on or near to the site (e.g. on fences, gates, lamp posts or free-standing notice boards, etc). If a development covers a large area several site notices may be posted in the locality. The site notice describes the proposed development and gives information on how and when people can send comments to us.
- **Press Notice** - for certain types of application a press notice will also be placed in a local newspaper. The press notice will advertise the proposed development and give information on how and when people can send comments to us. Newspapers utilised will be reviewed regularly. At the time of writing, the newspapers used are the Lincolnshire Echo, Lincolnshire Free Press or the Skegness Standard depending on the location of the planning application.
- **Neighbour Notifications** - neighbouring residents and properties near to a site will be notified where a proposed development has the potential to impact upon them. Planning Officers have discretion to decide which neighbours to notify and so this may vary depending upon the size, scale and nature of the development. However, anyone can comment on a planning application regardless of whether they received a notification or not. Therefore, we encourage anyone that thinks they may be affected by a development to send comments to us.
- **Planning Register / Website** - most applications will be published on our Planning Register where details of the application are displayed, copies of any plans/drawings and supporting documentation as well as comments received from consultees and the public can also be viewed. Details of how comments on the application can be made and the deadline for comments to be submitted are also provided.
- **Social Media** - for certain types of application we will use social media to notify the public that an application has been received. These posts will contain basic information about an application and give a link to where more information can be found, including where and how to send comments to us. Any comments made directly on social media will not be taken into account when assessing the application. For larger scale or complex applications we may use social media in a more direct way to identify and target interested parties and communities.

- **Word of mouth** - this can be an effective and common way in which information is shared. We recognise this and therefore encourage people that have been notified or that are aware of an application to share this information with their neighbours and communities. We welcome comments from anyone that feels they may be affected by a development or have comments they wish us to consider. However, anyone proposing to send comments to us should first familiarise themselves with the application and therefore ensure their comments and views are relevant to the proposal and not based or formed on rumour or misinformation.

9.10 Table 1 below sets out how different types of planning application we deal with will be publicised and which of the above methods we will use to notify the public and local communities. These standards are a minimum and may be expanded upon depending upon the nature of the development and/or circumstances of the case.

**Table 1 - Methods of Notification and Publicity**

Key to Table 1

- R Required by legislation  
 RE Either option required by legislation  
 A Additional option adopted by us  
 X Not required

TYPE OF DEVELOPMENT	PUBLICITY/NOTIFICATION METHOD				
	Site Notice	Press Notice	Neighbour Notification	Our Website	Social Media
Application accompanied by an environmental statement	R	R	A	R	A
Application which is a departure from the development plan	R	R	A	R	A
Application that affects a public right of way	R	R	A	R	A
<a href="#">Major development</a>	RE	R	RE	R	A
Minor development <sup>1</sup>	RE	X	RE	R	X
Application for listed building consent <sup>2</sup>	R	R	A	R	A
Application to approve condition(s) for listed building consent	R	R	X	X	X
Application affecting the setting of a listed building or the character and appearance of a conservation area <sup>3</sup>	R	R	A	R	A

<sup>1</sup> Minor development is any development falling outside the definition of major development but does not include applications for non-material amendments or for the discharge of conditions. Such applications are not subject to publicity.

<sup>2</sup> For works affecting only the interior of grade II listed buildings, details will be placed on our website only.

<sup>3</sup> For works affecting only the interior of grade II listed buildings, details will be placed on our website only.

TYPE OF DEVELOPMENT					
	Site Notice	Press Notice	Neighbour Notification	Our Website	Social Media
Prior approval for agricultural development (where the County Council has advised that prior approval is required)	R Site notice posted by applicant	X	A	A	X
Prior approval for non- microgeneration solar panels on non- domestic properties	RE	X	RE	A	X
Prior notification of demolition of a building	R Site notice posted by applicant	X	A	A	X
Certificate of lawfulness for existing use and development	X	X	A	A	X
Advertisements which require express consent	A	X	A	A	X
Hazardous substance consent	R Site notice posted by applicant	R Press notice posted by applicant	A	A	A

9.11 Once a planning application has been validated we will endeavour to determine the application within the following timeframes:

- eight weeks in the case of applications for minor development, applications for hazardous substance consent and advertisements which require express consent and prior approval applications for non-microgeneration solar panels
- 13 weeks in the case of applications for major development - all waste and mineral applications and some County Council applications
- 16 weeks for applications that are supported by an Environmental Statement
- 28 days for prior notifications relating to proposed demolition of buildings and agricultural development

9.12 Legislation sets the minimum time to comment depending on the type of application:

- 21 days for a standard application plus, where a bank holiday is included in this period, an extra day per each bank holiday
- 30 days for an application accompanied by an environmental statement
- an additional 30 days when we re-consult following receipt of further information to support an environmental statement

9.13 It is also our practice to re-consult and give a further 14 days on which to respond if significant changes are made to any planning proposals which are under consideration.

- 9.14 Where neighbours are notified in respect of prior notifications for agricultural buildings and the demolition of buildings the period for response will be reduced to 14 days because of the tighter timescales for dealing with these types of notification.

### **How do I comment on an application?**

- 9.15 Any individual, business, organisation or group can submit comments on any planning application either via the Planning Register on our website or in writing to our Planning Services. Comments from members of the public will not be accepted by email. All comments received must include your name and full postal address and where submitted electronically via our Planning Register, a valid email address. Please see our [How to Comment](#) webpage. All comments and representations must be received in writing by us within the period specified. We will still take into account late comments received after the specified date if they are received prior to a decision on the application being made. A verbal or anonymous written comment will not be accepted and therefore will not be taken into account. We do not accept offensive or libellous comments.
- 9.16 We can only take comments into account that relate to planning considerations. Comments on non-planning matters, such as the impact of the development on property values or loss of view for example, cannot be taken into consideration. Examples of the planning considerations that we can take into account can be found on the [Planning Applications](#) pages of our website.

### **Who else do we consult?**

- 9.17 We consult a wide range of groups and organisations on planning proposals by email or letter before making a decision, including the relevant town or parish council or meeting or Neighbourhood Forum. The groups and organisations consulted will vary according to the type and location of the development. The requirements are set out in legislation and are explained in National Planning Practice Guidance.

### **How do we make a planning decision?**

- 9.18 We consider each planning application on its own merits, taking account of the policies set out in the development plan, national policy and legislation as well as any other material considerations (including any comments received during the consultation period).
- 9.19 For most applications, a decision will be reached by a Planning Officer, known as a delegated decision. The criteria for those applications delegated to Planning Officers are set out in the [County Council's constitution](#).
- 9.20 Should a proposal require determination at the Planning and Regulation Committee all those who made comments on the application will be advised of the date the application will be brought to the Committee. These meetings are open to the public, unless otherwise stated, or can be watched via webcast which can be accessed from the Planning and Regulation Committee's relevant [agenda page](#). Further details on our Public Speaking arrangements at Committee can also be found on this page.

**How do I find out about a decision?**

- 9.21 We notify all those who made representations on a development either in writing, by email or in some instances via the local press. All decisions are recorded on the Planning Register held by the relevant borough, city or district council. Copies of our decision notices are also published on our [Planning Register](#).

## Section 3 – Nationally Significant Infrastructure Projects

### 10. Nationally Significant Infrastructure Projects

- 10.1 Major infrastructure projects in energy, transport, water, waste, and waste water may be classified as Nationally Significant Infrastructure Projects (NSIPs) under the [Planning Act 2008](#).
- 10.2 These large-scale projects are required to seek approval through a Development Consent Order (DCO) from the Secretary of State rather than via a traditional planning application. A DCO not only provides consent for the project but may also incorporate other consents and licences. Applications for NSIPs are submitted to the Planning Inspectorate, which examines the proposal and makes a recommendation to the Secretary of State, who makes the final decision.
- 10.3 The Council is a statutory consultee in the process whether we are a host authority (where the NSIP is within or partly within Lincolnshire) or an adjacent authority (where the NSIP falls within a neighbouring authority area). We may also be the discharging authority for some of the requirements, which are conditions that must be met for the development to be built and operated as authorised by the DCO. These can include specific construction standards, environmental mitigation measures, or provisions for community engagement. Further information on NSIPs where the Council is a host authority can be found on our [NSIP pages](#).
- 10.4 There are several stages in the process for considering whether an NSIP should be given consent. Members of the public can get involved in early consultations run by the prospective applicant before an application has been submitted. Once the application is submitted to the Planning Inspectorate, you can also register to have your say via the Planning Inspectorate's website. Registration is open during the pre-examination stage which means you will receive notifications. You can also opt to participate in the examination process. Further information is provided on the Planning Inspectorate's webpage '[The process for Nationally Significant Infrastructure Projects](#)'.

## 11. Further Information and Contact Details

- 11.1 The information in this document can be provided in another format. For all enquiries, please contact us on 01522 782070.

If you would like further information on this document, please contact us:

Email: [mineralsandwaste@lincolnshire.gov.uk](mailto:mineralsandwaste@lincolnshire.gov.uk)

Post: Policy Team, Planning Services, Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL.

- 11.2 For any further information, Lincolnshire County Council's Planning Services can be contacted using the following details:

Planning Services

Lincolnshire County Council

Newland

Lincoln

LN1 1YL

Tel: 01522 782070

Email: [mineralsandwaste@lincolnshire.gov.uk](mailto:mineralsandwaste@lincolnshire.gov.uk) (Planning Policy)

[dev\\_planningsupport@lincolnshire.gov.uk](mailto:dev_planningsupport@lincolnshire.gov.uk) (Planning Applications)

[nsips@lincolnshire.gov.uk](mailto:nsips@lincolnshire.gov.uk)

Website: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)