

APPENDIX B



Lichfield
District Council

Lichfield District Design Code Supplementary Planning Document (SPD) Consultation Statement

April 2024

1. Introduction

This Consultation Statement for the Lichfield District Design Code Supplementary Planning Document (SPD) sets out how the public and other stakeholders will be consulted upon the SPD. The statement has been prepared in accordance with Regulation 12(a) of the [Town and Country Planning \(Local Development\) \(England\) Regulations 2012](#) and supports the Lichfield District Design Code SPD.

The Lichfield District Design Code SPD has been in development since January 2023. The council commissioned consultants BDP to develop and progress a design code to cover the whole of Lichfield District and which would ultimately be adopted as an SPD.

The draft design code was developed following several rounds of public and stakeholder engagement prior to formal consultation required by the regulations. This engagement included:

- March 2023 - Several community workshops and webinars were held to explain how the design code would be developed, its purpose and to seeking input from residents and stakeholders at an early stage.
- April 2023 – Community survey undertaken with stakeholders invited to answer a series of questions about the character of their local areas and their design preferences to shape the design code document.
- November 2023 – a draft design code document was published for informal consultation which was designed so that residents and other stakeholders could provide their views on the draft document before a final document was prepared for formal consultation.

The Lichfield District Design Code SPD will now be subject to formal consultation, in accordance with Regulation 12(b) between 22nd April and 3 June 2024.

Following the consultation period this statement will be expanded to include a summary of the comments received during the consultation period, including how the issues have been addressed in working towards the final SPD for adoption.

2. Consultation Regulations

The Lichfield District Design Code SPD has been prepared in accordance with the [Town and Country Planning \(Local Development\) \(England\) Regulations 2012](#). The relevant regulations relating to the consultation process are explained below.

Regulation 12(a) requires that before the council adopts a supplementary planning document it must prepare a consultation statement setting out who was consulted, a summary of the main issues raised, and how these issues have been addressed in the final SPD.

Regulation 12(b) requires the SPD to be published, alongside a consultation statement, for a minimum of four weeks. The council must specify when responses should be received and provide details of where responses should be sent. This document represents the consultation statement required by the regulations and Section 4 sets out the approach to consultation including details of when and where responses should be made.

Following the consultation this statement will be updated to include details of those stakeholders consulted, a summary of the responses received and how the issues raised have been addressed.

Regulation 13 makes clear that any person wishing to make representation to the consultation must do so by the end of the consultation period.

Regulation 35 sets out how the council should make the document available during the consultation. The council are required to publish the draft SPD on its website and make the document available at its principal office and any other places which the council considers appropriate.

3. Statement of Community Involvement

The council's adopted [Statement of Community Involvement](#) sets out the approaches which the council will use when consulting upon supplementary planning documents, in accordance with the required regulations. The adopted SCI states that the council will consult upon SPDs for a minimum of four and maximum of six weeks and specifies the additional measures the council will use when consulting which go beyond the statutory requirements.

4. Consultation Approach

The draft Lichfield District Design Code SPD consultation will take place for a period of 6 weeks between 22 April 2024 and 3 June 2024. Any comments made on the SPD must be received by 23:59 on 3 June 2024.

All comments must be made via the following methods:

- Online through the council's [planning policy consultation portal](#).
- By email to developmentplans@lichfielddc.gov.uk.
- By post to Policy and Strategy, District Council House, Frog Lane, Lichfield, WS13 6YZ.

In accordance with the Town and Country Planning (Local Development) (England) Regulations 2012 and the SCI the following consultation methods will be used:

- Publish the Lichfield Design Code SPD on the councils website and [planning policy consultation portal](#).
- Publish the document and make available on request at the council's main offices at District Council House.
- Issuing of a press release and promotion of the consultation using the Council's corporate social media channels (including [Facebook](#) and 'X').
- Document to be made available in alternative formats where requested.
- Notification emails sent to all stakeholders (individuals, organisations or bodies) that the council considered would be affected or interested in the SPD.