



Neighbourhood Planning Advice Notes

Consultation Bodies

Important note: Before organising any consultation on your plan, you must check that you have the most up-to-date version of this advice note to ensure that all consultation bodies are current.

1. Introduction

1.1 This Advice Note is intended to help town and parish councils involved in neighbourhood planning activity to meet their obligations to publicise their proposals and to consult with a range of ‘consultation bodies’ defined in the relevant regulations. The Advice Note briefly sets out the background to requirements governing publicity and consultation about a neighbourhood plan; provides advice on good practice; then defines the ‘consultation bodies’ relevant to the neighbourhood area.

1.2 Regulation 14 (b) of The Neighbourhood Planning (General) Regulations 2012 requires that certain specified organisations and representative bodies, which are collectively known as ‘consultation bodies’, must be consulted by the parish council about their draft neighbourhood plan before the plan is submitted to the County Council. The names of the ‘consultation bodies’ are set out in Schedule 1 of the Regulations.

2. Consultation Bodies

2.1 The consultation bodies comprise national, regional and local organisations. The contact details for current relevant national and regional consultation bodies for the neighbourhood area are identified in Appendix A to this Advice Note.

2.2 In addition to those national and regional organisations it will be necessary for the parish council to identify relevant local consultation bodies which fall into any of the categories listed below. It is important to recognise that these must be either voluntary bodies or representative bodies. They are not individuals or businesses.

- voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
- bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
- bodies which represent the interests of different religious groups in the neighbourhood area;
- bodies which represent the interests of persons carrying on business in the neighbourhood area; and
- bodies which represent the interests of disabled persons in the neighbourhood area.

3. Legal Requirements

3.1 Compliance with the Regulations is **essential** in preparing a neighbourhood plan. It is not a legal requirement to consult with the consultation bodies at all stages of plan preparation. However, it is good practice to:

- identify the consultation bodies at the start of the plan preparation process;
- maintain a database of consultation bodies (which may be in addition to other groups, businesses, organisations or individuals that the parish council may want to engage with or involve in plan preparation); and
- consult with the consultation bodies at every stage of engagement on the plan

3.2 The Regulations require that a 'consultation statement' is prepared and submitted with a neighbourhood plan when the plan is sent to the County Council. The consultation statement must:

- contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- explain how they were consulted;
- summarise the main issues and concerns raised by the persons consulted; and
- describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

3.3 It is essential that the parish council keeps a record of contact details (i.e. a name, email address and/or postal address) used to consult with the local and other consultation bodies. These details will need to be included in the 'consultation statement' submitted to the County Council alongside the draft neighbourhood plan.

3.4 The requirement to comply with the Regulations means that it is good practice to consult with the consultation bodies throughout the process of plan preparation, record how that consultation took place, and demonstrate how comments raised have been addressed in the plan preparation process.

Neighbourhood Planning Team

neighbourhoodplanning@northumberland.gov.uk

Updated 14/07/2022 RN

Appendix A: Neighbourhood Plan Consultation Bodies for XXXX Parish Council

Neighbourhood Plan Consultation Bodies:

Consultation Body	Organisation	Contact
Local Planning Authority	Northumberland County Council	Rob Murfin (Interim Executive Director of Planning & Local Services), Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF Tel: 01670 625542 Email: rob.murfin@northumberland.gov.uk
		Neighbourhood Planning Team, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF Email: neighbourhoodplanning@northumberland.gov.uk
Local Planning Authority	Northumberland National Park Authority	Email: planning@nnpa.org.uk (If relevant, i.e. if the Neighbourhood Area extends in to the NNP)
The Coal Authority	The Coal Authority	Planning and Local Authority Liaison, The Coal Authority, 200 Lichfield Lane, Berry Lane, Mansfield, Nottinghamshire, NG18 4RG Email: planningconsultation@coal.gov.uk
Homes England	Homes England	Homes England, One Friargate, Coventry, CV1 2GN Email: enquiries@homesengland.gov.uk

Consultation Body	Organisation	Contact
Natural England	Natural England	Consultation Service, Natural England, Hornbeam House, Electra Way, Crewe Business Park, Crewe, CW1 6GJ Email: consultations@naturalengland.org.uk
The Environment Agency	The Environment Agency	Planning Consultations, Environment Agency, Tyneside House, Skinnerburn Road, Newcastle Business Park, Newcastle upon Tyne, NE4 7AR Email: planning.nane@environment-agency.gov.uk
Historic Buildings and Monuments Commission for England	Historic England	Historic England, 41-44 Sandgate, Newcastle upon Tyne, NE1 3JF Email: e-neast@HistoricEngland.org.uk
Network Rail Infrastructure Limited	Network Rail Infrastructure Limited	Network Rail Infrastructure Limited, George Stephenson House, Toft Hill, York, YO1 6JT townplanning.LNE@networkrail.co.uk
National Highways	National Highways	Asset Development Team - Yorkshire and North East, National Highways, Calder View House, Calder Park, Peel Avenue, Wakefield, WF2 7UA Email: PlanningYNE@highwaysengland.co.uk
Relevant Primary Care Trust	NHS Northumberland Clinical Commissioning Group	NHS Northumberland Clinical Commissioning Group, County Hall, Morpeth, Northumberland, NE61 2EF Tel.: 01670335161 Email: norccg.enquiries@nhs.net

Consultation Body	Organisation	Contact
		<p>Jamie Mitchell Head of Commissioning, Estates and Premises NHS Northumberland Clinical Commissioning Group Email: jamie.mitchell4@nhs.net</p>
<p>Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority</p>	<p>The Alncom Group</p>	<p>The Alncom Group, 7 Linnet Court, Cawledge Business Park, Alnwick, Northumberland, NE66 2GD Tel: 01665 604 816 Email: info@alncom.co.uk</p>
	<p>Avonline</p>	<p>Avonline, 42 Ashton Vale Road, Ashton Vale, Bristol, BS3 2AX Tel.: 0117 953 1111 Email: info@avonline.co.uk</p>
	<p>British Telecommunications Plc.</p>	<p>British Telecommunications Plc, Openreach Newsites PP 4AB, 21-23 Carliol Square, Newcastle CTE, Newcastle upon Tyne, NE1 1BB</p>
	<p>Briskona</p>	<p>enquiries@briskona.com</p>
	<p>CTIL (Acting on behalf of Vodafone and O2)</p>	<p>Cornerstone Telecommunications Infrastructure Limited, EMF Enquiries, Building 1330 – The Exchange, Arlington Business Park, Theale, Berkshire, RG7 4SA Email: EMF.Enquiries@ctil.co.uk</p>

Consultation Body	Organisation	Contact
	EE	Alex Jackman, Corporate and Financial Affairs Department, EE, The Point, 37 North Wharf Road, London, W2 1AG Email: public.affairs@ee.co.uk
	Three	Jane Evans, Three, Great Brighams, Mead Vastern Road, Reading, RG1 8DJ Email: jane.evans@three.co.uk
	Virgin Media Limited	Virgin Media Limited, Unit 2, Network House, New York Way, New York Industrial Park, Newcastle upon Tyne, NE27 0QF Virgin Media Limited (Head Office), 270 & 280 Bartley Way, Bartley Wood Business Park, Hook, Hampshire, RG27 9UP
	Wildcard Networks	Wildcard Networks, Reliance House, Skinnerburn Road, Newcastle upon Tyne, NE4 7AN info@wildcard.net.uk
	Arqiva	Email: community.relations@arqiva.com
	Openreach	newsitereceptionedinburgh@openreach.co.uk
Any person to whom the electronic communications code applies	CTIL (Acting on behalf of Vodafone and O2)	Cornerstone Telecommunications Infrastructure Limited, EMF Enquiries, Building 1330 – The Exchange, Arlington Business Park, Theale, Berkshire, RG7 4SA Email: EMF.Enquiries@ctil.co.uk

Consultation Body	Organisation	Contact
	EE	Alex Jackman, Corporate and Financial Affairs Department, EE, The Point, 37 North Wharf Road, London, W2 1AG Email: public.affairs@ee.co.uk
	Three	Jane Evans, Three, Great Brighams, Mead Vastern Road, Reading, RG1 8DJ Email: jane.evans@three.co.uk
Any person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989.	Northern Powergrid	Northern Powergrid, Records and Information, Manor House, Station Road, Peshaw, Houghton le Spring, County Durham, DH4 7LA
	National Grid	Matt Verlander, Avison Young, Central Square South, Orchard Street, Newcastle upon Tyne, NE1 3AZ Email: nationalgrid.uk@avisonyoung.com Spencer Jefferies, Town Planner, National Grid, National Grid House. Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA Email: box.landandacquisitions@nationalgrid.com
Any a person to whom a licence has been granted under section 7(2) of the Gas Act 1986.	Northern Gas Networks	Northern Gas Networks, 1100 Century Way, Thorp Business Park, Colton, Leeds, LS15 8TU

Consultation Body	Organisation	Contact
Sewerage undertaker	Northumbrian Water Limited	Katherine Dobson, Planning Team Leader, Northumbrian Water Limited, Leat House, Pattinson Road, Washington, Tyne and Wear, NE38 8LB katherine.dobson@nwl.co.uk 0191 419 6767
Water undertaker	Northumbrian Water Limited	Katherine Dobson, Planning Team Leader, Northumbrian Water Limited, Leat House, Pattinson Road, Washington, Tyne and Wear, NE38 8LB katherine.dobson@nwl.co.uk 0191 419 6767
Marine Management Organisation	Marine Management Organisation	Stakeholder & Networks Officer, Marine Management Organisation, PO Box 1275, Newcastle upon Tyne, NE99 5BN Email: consultations.mmo@marinemangement.org.uk
Adjoining local authorities	All local authorities, including parish councils, that adjoin the neighbourhood area	Parish council contact details are available from Northumberland County Council website http://www.northumberland.gov.uk/Councillors/Parish-Town.aspx
Adjoining local authorities (if applicable location)		

Consultation Body	Organisation	Contact
Voluntary Bodies some or all of whose activities benefit all or any part of the neighbourhood area		To be identified by the Parish Council
Bodies which represent the interests of different religious groups in the neighbourhood area		To be identified by the Parish Council
Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area		To be identified by the Parish Council
Bodies which represent the interests of persons carrying on business in the neighbourhood area		To be identified by the Parish Council
Bodies which represent the interests of disabled persons in the neighbourhood area		To be identified by the Parish Council

Organisations which have asked to be notified about neighbourhood plans in Northumberland

The Theatres Trust	Mark Price (Planning and Heritage Adviser), The Theatres Trust, 22 Charing Cross Road, London, WC2H 0QL Email: mark.price@theatrestrust.org.uk
Sustrans	Sustrans, 2 Cathedral Square, College Green, Bristol, BS1 5DD Email: reception@sustrans.org.uk
National Farmers Union	Andy Stephenson, Planning, National Farmers Union, Agriculture House, 207 Tadcaster Road, York, YO24 1UD Email: andrew.stephenson@nfu.org.uk
All Things Neighbourhood Planning	Ed Dade (www.neighbourhood-planning.co.uk) Email: info@neighbourhood-planning.co.uk
SSA Planning	Steve Simms steve.simms@ssaplanning.co.uk Mark McGovern mark.mcgovern@ssaplanning.co.uk
Quod Planning	Estelle Hutchinson Estelle.hutchinson@quod.com
Tetlow King Planning	Consultation@tetlow-king.co.uk