

BRADFORD DISTRICT LOCAL PLAN – REGULATION 19 PUBLICATION DRAFT

CONSULTATION: 19TH OCTOBER – 30TH NOVEMBER

ENGAGEMENT PLAN

1. Introduction

- 1.1 This Engagement Plan outlines out how the general public, consultation bodies, key stakeholders, local organisations and groups will be notified of the issuing of the Draft Bradford District Local Plan and supporting documents for formal representations in line with planning regulations and Government planning policy.
- 1.2 It also details the general approach to engagement for this specific consultation.

2. About this consultation

- 2.1 The Council is now inviting comments on the latest version of the plan known as the Publication Draft (Regulation 19). A previous consultation (Preferred Options Regulation 18) on the draft document took place between February-March 2021 and a consultation statement has been produced and forms part of the consultation material.
- 2.2 The consultation period will run from **Monday 19th October to 5pm on Monday 30th November 2026**, in accordance with legislation and with the Statement of Community Involvement (SCI).
- 2.3 Unlike the previous Regulation 18 consultation which sought opinions about sites, policies and development across the district more generally, the Regulation 19 consultation is more focused and technical.
- 2.4 The role of the Regulation 19 consultation is to provide the opportunity for representations to be made on the **‘soundness’ and legal compliance of the plan**. Representations should relate only to legal compliance and soundness of the Local Plan, referring to specific policy and paragraph numbers.

[Soundness](#)

- 2.5 Paragraph 36 of the National Planning Policy Framework (NPPF) (2024) sets out that Plans are 'sound' if they are:
- 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 this Framework and other statements of national planning policy, where relevant.
- 2.6 Legal Compliance relates to whether the Local Plan has been prepared in accordance with legal and procedural requirements. Matters for consideration include:
- Has the Plan been prepared in accordance with the latest Local Development Scheme and Statement of Community Involvement?
 - Is the Plan accompanied by a Sustainability Appraisal and Habitat Regulations Assessment?
 - Is the Plan compliant with all relevant legal requirements including the Planning and Compulsory Purchase Act 2004
- 2.7 This is a 'legacy plan' and to be examined under the National Planning Policy Framework (2024) and not the new Framework (2026).
- 2.8 The Local Plan provides the district-wide strategic planning framework which allocates new sites for housing and employment development. It also provides a range of policies to help guide development when determining planning applications. The plan also designates areas of open space, green infrastructure and places of ecological value across the district.
- 2.9 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning Regulations 2012 govern the preparation of the Local Plan. All legal duties for preparing, publishing and consulting on the document rest solely with Bradford Council.

3. Availability of publication documentation

3.1 In accordance with the Town and County Planning (Local Planning) (England) Regulations 2012 Regulation 19 before submitting a local plan to the Secretary of State under section 20 of the Act, the local planning authority must:

- make a copy of each of the proposed submission documents and a statement of the representations procedure available in accordance with regulation 35, namely:
 - a) make available for inspection, at a principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours (these are known as 'deposit' locations), and
 - b) published on the local planning authority's website.

The proposed submission documents also need to be made available for a period of no less than 6 weeks.

3.2 Under Regulation 19 there is also a requirement to ensure that a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under regulation 18(1). The list of general and specific consultation bodies is detailed in Appendix 2 of the [Bradford Council Statement of Community Involvement \(2025-30\)](#).

3.3 In accordance with Regulation 36, any requests made to the Council for a copy of the consultation documents either in whole or part or electronic or hard copy, will be met as soon as reasonably practicable after receipt of the request.

3.4 The Council is keen to ensure all members of the community can effectively engage in planning consultations. This will include supporting the use of assistive technology (such as a screen reader) and provision of material in different languages and alternative formats such as Braille, tape, audio, disc or large print. It will be important to tell us what format you need and also what assistive technology you use. To request an alternative format, please contact the Planning Policy team via:

- Email: planning.policy@bradford.gov.uk, or
- Telephone on 01274 434605.

- 3.5 Information relating to consultation on the Local Plan is available in a variety of ways. The Local Plan is available to view electronically and download on the Council's web site at www.bradford.gov.uk/planningpolicy and its dedicated consultation portal: <https://bradford.oc2.uk/>. These sites provide a full set of plan information including technical evidence.
- 3.6 Public access to the Internet is available at all Council libraries across the District and in the Council's principal offices.
- 3.7 Hard copies of the core submission documents are available for inspection at the Council's principal offices (Bradford and Keighley) and at the main libraries across the District during normal staffing hours. These are detailed in **Table 1** below.
- 3.8 The Council will make available hard copies of other documents upon request during the consultation period. The Council however reserves the right to make a reasonable charge for the document to cover administration, materials, and printing costs. The cost of documents will vary depending on its size and any requirements to use colour printing; these will be made available during the consultation upon request. Electronic copies of documents will be free of charge.

Table 1: Deposit Locations

Location	Opening times
Principal Offices	
Bradford: CBMDC Customer Service Centre, City Hall, Centenary Square, Bradford, BD1 1HY	Monday to Thursday: 8.30am to 5pm Friday: 8.30am to 4.30pm
Keighley: Keighley Town Hall, Bow Street, Keighley, BD21 3PA	Monday to Thursday: 8.30am to 5pm Friday: 8.30am to 4.30pm
Main Council Libraries	
Bradford: City Library, Centenary Square, Bradford, BD1 1SD	Monday: 9am to 5pm Tuesday to Thursday: 9am to 7pm Friday: 9am to 5pm Saturday: 10am to 5pm
Bradford: Bradford Local Studies Library, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN	Monday: 9am to 1pm / 2pm – 5pm Tuesday: 9am to 1pm / 2pm – 5pm Wednesday: 9am to 1pm / 2pm – 7pm Thursday: 9am to 1pm / 2pm – 5pm Friday: Closed

	Saturday: Alternate Saturdays -open (24 th October, 7 th & 21 st November)
Bingley: Bingley Library. 5 Rise Shopping Centre, Bingley, BD16 1AW	Monday: 9am to 5pm Tuesday: 9am to 7pm Wednesday: 9am to 5pm Thursday: 9am to 7pm Friday: 9am to 12 noon Saturday: 9am to 4pm
Ilkley: Ilkley Library. Station Road, Ilkley, LS29 8HA	Monday: 9am to 7pm Tuesday: 9am to 7pm Wednesday: 9am to 5pm Thursday: 9am to 7pm Friday: 9.00am to 12 noon Saturday: 9am to 4pm
Keighley: Keighley Library, North Street, Keighley, BD21 3SX	Monday: 9am to 7pm Tuesday: 9am to 5pm Wednesday: 9am to 7pm Thursday: 9am to 5pm Friday: 9am to 12 noon Saturday: 9am to 4pm
Shipley: Shipley Library, 2 Wellcroft, Shipley, BD18 3QH	Monday: 9am to 12 noon Tuesday and Wednesday: 9am to 7pm Thursday and Friday: 9am to 5pm Saturday: 9am to 4pm

4. Specific Information Available at Deposit Locations

- 4.1 The following documents detailed in **Table 2** will be available in hard copy at the deposit locations:

Table 2: Hard Copy Information: Deposit Locations

Type of Document	Document to be published as part of the consultation
Core Documents	1. Statement of Representations Procedure Notice. 2. Bradford District Local Plan Publication Draft 2025-2043. 3. Bradford District Local Plan Publication Draft 2025-2043 Policies Map. 4. Bradford District Local Plan Publication Draft 2025-2043 Executive Summary. 5. Integrated Appraisal Report (SA) Non-Technical Summary. 6. Integrated Appraisal Report (SA) Full Report. 7. Habitats Regulations Assessment (HRA). 8. Equality Impact Assessment and Appendix. 9. Statement of Consultation (Regulation 18)
Supporting Material	1. Bradford District Local Plan Regulation 19 Engagement Plan. 2. CBMDC Local Plan AI Statement (2026) 3. Frequently Asked Questions (FAQs) 4. List of Available Supporting and Evidence Material
Forms and Guidance	1. Model Representation Form for Local Plans 2. Model representations guidance for local plans being examined in the legacy system.

5. Consultation Toolkit

- 4.1 The Regulation 19 is a formal consultation and this means seeking feedback and views through submitted representations. We will then listen, review and summarise for the next stage of the plan-making process.
- 4.2 The easiest and most efficient way to access or view the Local Plan and supporting documents and maps is through the dedicated Consultation Portal:
<https://bradford.oc2.uk/>.
- 5.3 People are strongly encouraged to submit representation(s) using the dedicated consultation portal. While the portal is the preferred method for submitting a representation, emailed model representation forms and postal submissions will be accepted if the material is legible.
- 5.4 Further information on the consultation channels and tools used for this consultation is set out in **Table 3** below:

Table 3: Consultation Channels and Tools

Consultation Channels	Consultation Tools
Website, Online Portals and Channels	<u>Council website</u>: electronic copies of documents will be made available on the Council's website. The Council will ensure that documents meet the necessary legal requirements and clear signposting is used to request an accessible or alternative format. <u>Online consultation portal</u>: a consultation hub will be used to communicate information and enable formal representations to be submitted. This will be one of the primary forms of consultation. <u>Video or online presentations</u>: the use of digital methods will be used, where appropriate, including instructions on making representations and using software.
Digital Bulletins and Newsletters	<u>Council's Corporate Information System</u>: the 'Stay Connected' system will be used to issue electronic bulletin notifications to stakeholders and consultees who have self -registered an email address into the system or requested to be added. <u>Newsletters</u>: digital newsletters will be distributed electronically to stakeholders.
Social and other Media	<u>Social media</u>: information will be published through the Council's official social media outlets. <u>Media / press</u>: information to local media through press releases.
Mail	<u>Email</u>: email correspondence and notifications, including notifications to consultees on the planning consultation database. <u>Letters</u>: hard copy correspondence and notifications to representors who requested a paper copy.

Physical Material	<u>Documents</u> : physical copies of relevant planning documents will be made available at set deposit locations - within the main libraries within the District (Bradford, Shipley, Bingley, Keighley and Ilkley) and in the Council's main customer services buildings (Bradford and Keighley)
In person / hybrid events	<u>Pre-registered online information events</u>
Facilitated and supported Engagement	<u>Outreach networks</u> – engage through forums, partnerships and local advocate and champions within local communities.

5. Record and Publication of Consultation Responses

- 6.1 During this consultation, the Council will promote the submission of formal written representations by electronic communications through the Council's consultation portal (<https://bradford.oc2.uk/>) as the primary channel for submission of representations but will also accept comments via e-mail and postal submissions, which are legible and ideally use the model representations form.
- 6.2 The Council will collate and record all representations made at this consultation stage. Representations will be filtered for any abusive or defamatory comments and the Council may apply the use of secure AI software as detailed in the Council's AI statement to assist with summarisation and data processing.
- 6.3 Following consultation, a summary of the main issues raised and officer responses will go before the Full Council for a decision on submission of the Local Plan and supporting documentation by 31st December 2026 for independent examination by a Government Planning Inspector. A copy of the representations will be available to the Planning Inspector.

6. Examination in Public and Plan Adoption

- 6.1 Once the plan is submitted to Government an independent inspector will be appointed to undertake the examination of the Local Plan, examining specifically the soundness, legal compliance and the duty to co-operate. The examination will take the form of roundtable hearings into key matters determined by the Inspector taking into account the representations received.

- 6.2 Those who made a representation can request to appear at the examination. The Inspector would normally review the plan and representations to be satisfied that the plan can proceed to examination and then hold a series of hearing sessions on specific plan topics.
- 6.3 These hearing sessions may be followed by further consultation on major modifications and a further round of hearing sessions before the Inspector provides a report on whether the plan is sound and legally compliant.
- 7.3 If the plan is found to be 'sound' the inspectors report and recommendations would be considered by the Full Council and a decision made as to formal adoption. Once adopted the Local Plan will form part of the statutory development plan for the District.