



# Draft Statement of Community Involvement

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# 1 What is the Statement of Community Involvement

- 1.1 Barnet is committed to being a Council that places community participation and engagement at the heart of everything we do. We are a Council that cares about residents, and we want to enjoy a trusted and collaborative relationship with our communities. A key element underpinning the three pillars (Caring for People, our Places and the Planet) within [Our Plan for Barnet](#) is to be an Engaged & Effective Council. The Statement of Community Involvement reflects that commitment to being a Council that places community participation and engagement as part of an organisation that cares about residents and has a trusted and collaborative relationship with communities in the Borough. The SCI will provide a catalyst to help deliver the objectives of the Barnet Plan.
- 1.2 Our Statement of Community Involvement (SCI) sets out how we will involve and engage local people, local businesses and other organisations and key stakeholders when we prepare our planning policies and consider planning applications. This SCI has regard to the Councils [Community Participation Strategy \(2022\)](#); [Community Participation Toolkit](#); and where appropriate the Council's Consultation Policy
- 1.3 All local planning authorities (LPAs) are required under section 18 (1) of the Planning and Compulsory Purchase Act 2004, to prepare and maintain a Statement of Community Involvement (SCI).
- 1.4 The Statement of Community Involvement sets out:
  - What we involve the community on;
  - When we will involve the community;
  - How we will involve the community; and
  - Who we will involve.

## Reviewing our Statement of Community Involvement

- 1.5 Planning legislation requires Local Planning Authorities (LPAs) to review and update their Statement of Community Involvement (SCI) every 5 years. The Council's existing SCI was published back in 2018, Since then there have been a number of changes to planning legislation as well as technological and digital advances which have changed the way that public consultation can be conducted. The 2025 SCI will reflect these changes.
- 1.6 On adoption this SCI will replace the 2018 version and will be used for decision making purposes.

## Why is planning important?

- 1.7 Planning directly affects our physical environment - where we work, live and spend our leisure time. In doing so it also influences our quality of life and general well-being.
- 1.8 Through planning, we can ensure that new development responds positively and sensitively to local context and character; is designed to a high standard; and that the right uses are provided in the right place. Planning also helps to secure community benefits such as affordable housing, local employment opportunities, new and improved infrastructure and open space. Planning is therefore fundamental to shaping the neighbourhoods in which we all live and work.
- 1.9 The key planning functions carried out by LPAs relevant to this document are:

- Plan making and supporting guidance – producing a planning framework to help guide development and planning decisions.
- Determining planning applications – decisions on whether proposed developments should receive planning permission, based on adopted planning policies and other considerations.

1.10 By getting involved and having your say when we prepare our planning policy documents, and consult on specific planning applications, you can help shape the way your local environment looks and works. The Government's website called Planning [Portal](#) is an online service used by LPAs. It is used for both submitting planning applications and also provides a convenient and streamlined way for individuals and organisations to view and submit comments on live planning applications and track their progress.

1.11 It is important to note that not all forms of development require planning permission from the Council. Some types of development, such as some change of uses, extensions, or alterations, are covered by 'permitted development rights'. They are granted planning permission by a Development Order by the Government. Further advice on these can be found on the [planning portal](#).

## **Barnet's Planning Framework**

1.12 The Statement of Community Involvement (SCI) is part of Barnet's Development Plan, which is the overarching name given to the group of documents that set out our planning policies (see diagram below). It is closely linked to all our planning policy documents, as we must involve the community in their preparation in line with the SCI.

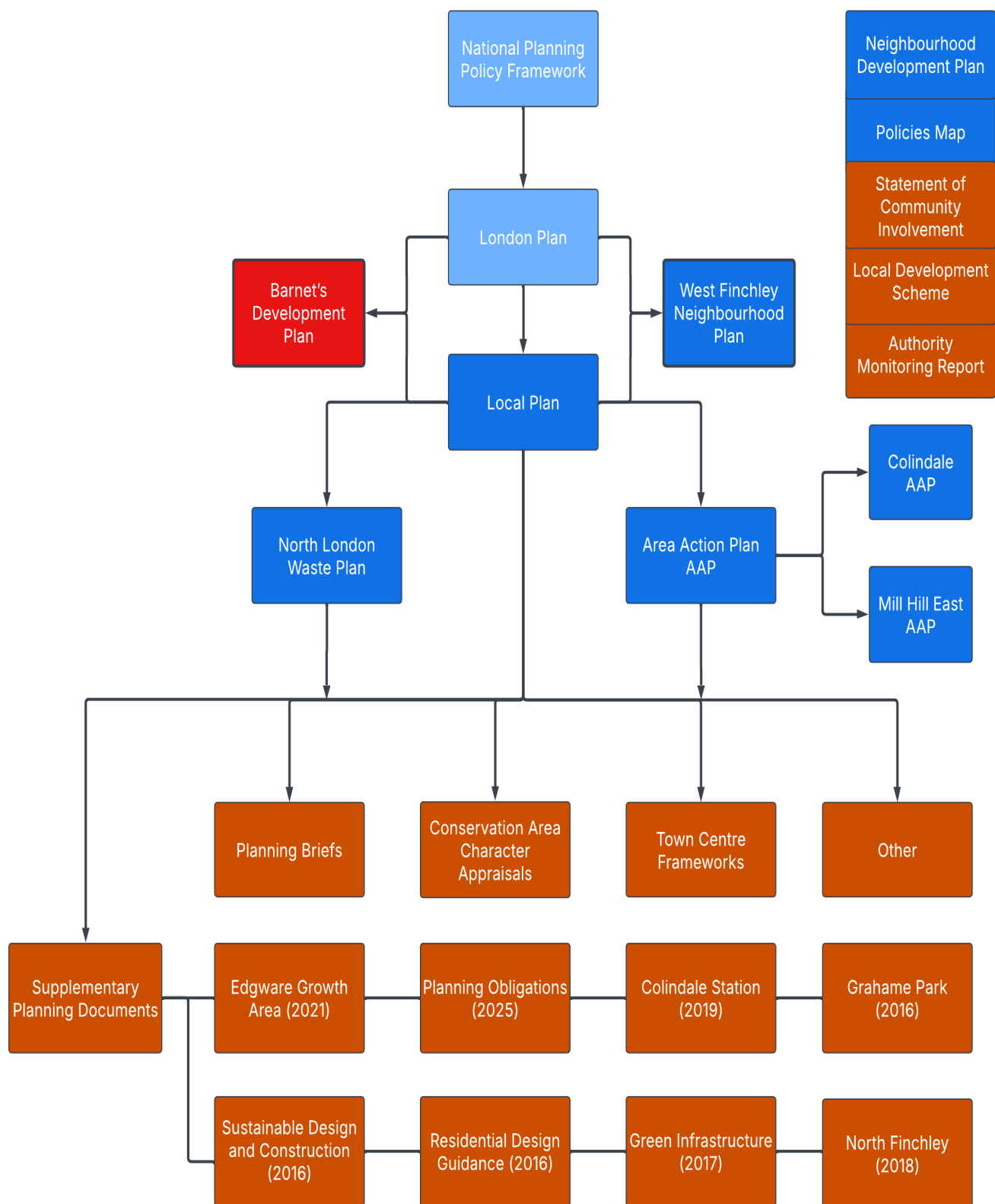


Figure 1: Barnet's Planning Framework

- 1.13 The LPA must also have regard to the National Planning Policy Framework (NPPF) when drawing up their plans and it is a material consideration in decision making on planning applications. The NPPF is supported by more detailed National Planning Practice Guidance.

## 2 Our principles for involving the community

### The benefits of involving the community

- 2.1 Local communities are those that are most affected by development in their areas and are also those who know the most about their neighbourhood. There are many benefits to involving local communities in the planning process.
- 2.2 These include:
- benefiting from the detailed local knowledge, expertise and perspective of local people, businesses, organisations and community groups;
  - greater support for policies, strategies and decisions;
  - community commitment to the future development of their area; and
  - improving the quality of life, and of the built and natural environment, within Barnet.

### Our approach to involving the community in planning

- 2.3 We want to ensure local communities are better informed about planning and more involved in delivering the planning service.
- 2.4 To achieve this, we aim to:
- ensure alignment with the Councils Community Participation Strategy and where appropriate the Councils Consultation Policy;
  - seek views at the earliest possible stages and throughout the planning process to ensure that communities have the best chance of positively influencing decisions;
  - be inclusive and proactive in consultation so that a good range of views and voices from all of those who live and work in the borough are obtained, including those seldom heard and previously under- represented groups;
  - use consultation methods that are appropriate to the stage of the planning process, the issues being considered, and the community involved;
  - promote the use of electronic methods of consultation including online engagement sites and the Council's website to make involvement easier, quicker and more cost effective;
  - be open about the constraints imposed by regulations and already agreed policy;
  - be realistic about the opportunities for change in any consultation;
  - give feedback to comments made as part of the consultation on planning documents;
  - be clear and helpful in guiding people through the planning process; and
  - be transparent in the way planning decisions are carried out.
- 2.5 Our consultation practices meet our statutory requirements for consultation on planning documents and planning applications. We will review, and, wherever possible, seek to improve how we consult and involve the local community, subject to the availability of resources and other relevant considerations.

## Who we will seek to involve

- 2.6 We want to know the opinions of the people who live in the Borough, as well as the views of those who work in and visit Barnet.
- 2.7 The groups we will seek to involve in planning matters, is not exhaustive, but include
- People who live in Barnet;
  - organisations whose activities affect life in the borough - such as the police, public transport providers, the health service and the Mayor of London;
  - organisations that represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, all ages including older people, disability, sexuality and gender; carers' organisations (and by proxy those in receipt of care)
  - neighbourhood forums;
  - conservation area advisory committees;
  - tenants and resident's associations;
  - specialist interest / community organisations;
  - voluntary organisations;
  - developers and landowners; and
  - business partnerships.

## How we will engage seldom heard and previously under - represented communities in planning

- 2.8 We want to make sure that everyone has an equal opportunity to make their views known about how places are planned and developed. However, we recognise that the planning system can be complex and difficult to navigate.
- 2.9 We will seek to involve those who don't normally get involved in planning, for example by using existing groups and forums, such as the Barnet Disability Action Group, Youth Council, Barnet Multi Faith Forum, voluntary community organisations which represent Older People (such as Age UK Barnet); Youth organisations; the LGBTQ+ Community (such as Inkluder); carers' organisations; and lone parent organisations. As part of this, where appropriate, we will identify issues that may be of interest to specific groups in the community. The Community Participation Strategy 2022 details four corporate 'pathfinder projects' through which the Council will explore new ways of working and further its practice in participation, engagement and coproduction.
- 2.10 We will advertise and explain the use of email alerts or automated updates on planning policy consultations; improving the accessibility and ease of submitting comments using the planning pages of the Councils website; and establish contact with key groups to raise awareness of changes to current planning consultation processes including members of hard-to-reach groups.
- 2.11 We will hold online consultation and engagement events for draft planning policy documents as appropriate. We will consider hosting in-person events, where considered by the Chief Planner appropriate to do so.
- 2.12 We will review the effectiveness of our engagement methods for planning applications and planning documents through the monitoring and analysis of customer feedback and consultation responses.

### 3 How we will involve the community in preparing our planning policies

- 3.1 The Council's approach to what good engagement looks like is set out in the [Community Participation Strategy 2022](#). Through our consultations on planning, we seek inclusive invitation and early involvement, continuity, collaboration and co-production. Transparency underpins our consultations as does providing feedback on the outcome of community involvement. Evaluating the effectiveness of community involvement is a constant for the Council.
- 3.2 We produce a range of planning policy documents which set out our strategy, policies and guidance for managing development in Barnet. The Council uses these documents when it makes decisions on planning applications.
- 3.3 Our planning policy [documents](#) include:
  - Local Plan –sets out the Council's development strategy and planning Policies as well as proposals for sites that are expected to experience development.
  - North London Waste Plan – sets out the planning framework for waste management in seven north London Boroughs including Barnet.
  - Area Action Plans - set out a detailed framework for areas with significant development pressure or change.
  - Neighbourhood Plans – (prepared by the local communities) set out policies for defined neighbourhood areas.
  - Supplementary planning documents - provide detailed guidance on how our planning policies will be implemented for specific topics.
  - Planning briefs / Master Plans - provide detailed guidance on how our planning policies will be implemented for specific sites or areas.
  - Conservation Area Appraisals and Management Plans - set out what defines the special character of each conservation area, and our approach to their preservation and enhancement.
  - Community Infrastructure Levy (CIL) Charging Schedule – the CIL is a charge collected from new development, which funds new infrastructure such as roads and transport, education, health care and sport, recreation and open spaces. Barnet collects two types of Community Infrastructure Levy: the Mayoral CIL and the Barnet CIL. The Council's CIL charging schedule sets out the CIL Tariff that will apply to different types of development, by area
- 3.4 In addition to these policy documents, we produce, but do not consult on:
  - Local Development Scheme - sets out our timetable for producing Barnet's planning policy documents and strategies; and
  - Authority Monitoring Report - assesses the performance of our planning
  - Annual Infrastructure Funding Statement
  - policies documents by considering their performance against a set of indicators.

### Stages in the preparation of plans

- 3.5 There are two main types of planning policy documents. The most important – Development Plan documents (DPDs)- make up the 'development plan' for the Borough, the starting point for our planning decisions. Our decisions have to be in line with the development plan unless indicated otherwise by other important matters (sometimes known as 'material considerations'). The Local Plan and Area Action Plans for Colindale, Mill Hill East as well as



the North London

- 3.6 Waste Plan are examples of DPDs, which have to be prepared in accordance with planning law and regulations. Neighbourhood Plans also form part of the statutory 'development plan' once approved but these follow a separate process detailed separately below.
- 3.7 Supplementary planning documents (or SPDs) are the other type of planning policy documents. They do not have as much weight in decisions as DPDs, but play an important role in giving more information and detail on how our planning policies will be applied. Examples of SPDs include the Planning Obligations SPD and the Edgware Growth Area SPD. SPDs cannot introduce new policy or amend our existing policies and must conform with national policies.
- 3.8 The stages involved in plan making are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and subsequent amendments. The process that we follow when preparing local plan documents and supplementary planning documents must be in line with the above Regulations and is set out in the tables below. At each stage in the process the main opportunities for community involvement are highlighted.
- 3.9 Table 1: Stages in the preparation of a local plan document

Stage	Opportunity to get involved
Pre-production evidence gathering and stakeholder involvement	Research and evidence gathering to underpin the plan may involve consultation with relevant Stakeholders and may involve a range of different consultation and engagement activities.
Public participation in the preparation of the plan (Regulation 18)	We will consult on the proposed content of a Plan. This may involve more than one stage of consultation depending on the document and the nature and scale of the issues involved. Getting involved at this stage allows you to have influence over the content of the plan at an early stage. Formal consultations will run for a minimum of six weeks. We will consider the representations received when drafting the plan.
Publication and submission of plan to government (Regulation 19,20 and 21,22)	<p>We will consult on the 'submission' version of the plan for a minimum of 6 weeks.</p> <p>This stage is for parties to submit comments on the 'soundness' of the plan, in line with the soundness tests set out in the NPPF, prior to its submission to the government for examination.</p> <p>A summary of all the consultation undertaken, the main issues raised and how these were taken into account will be submitted alongside the plan in a Consultation Statement.</p>

Examination of the plan by a Planning Inspector (Regulation 24)	<p>Relevant statutory consultees and those who made a representation at the submission stage will be notified of the examination, together with those on the planning policy database.</p> <p>The examination will usually involve public hearing sessions and the Planning Inspector will consider the comments received on the 'submission' version of the Plan. Those who responded may be invited to attend an examination hearing by the Inspector.</p> <p>The examination may result in the Inspector posing additional questions for the Council and other bodies making representations. This information / correspondence will be made publicly available on the Council's website.</p> <p>Additional consultation will be carried out if any major modifications to the plan are needed.</p>
Publication of the Inspector's recommendations (Regulation 25)	<p>Following the Examination the Inspector will publish a report which assesses the 'soundness' of the planning document.</p> <p>This report will contain the Inspector's recommendations and any Modifications (if necessary) to the plan. This report will be made publicly available on the Council's website.</p>
Adoption of the plan by the Council (Regulation 26)	<p>This is the final stage where the plan is formally adopted by the Council.</p> <p>The formal consultation bodies and anyone who asked to be notified will be informed of the decision by email.</p> <p>We will also notify those on our planning policy contact database</p>

3.10 Table 2: Stages in the preparation of a supplementary planning document (SPD)

Stage	Opportunity to get involved
Development of evidence base (if needed) and preparation of draft SPD	This may involve a range of different consultation and engagement activities depending on the topics and coverage of the SPD.

Public consultation on the draft SPD (Regulation 12 & 13)	<p>This is the key stage to shape the content of document.</p> <p>We will consult for a minimum of six weeks on draft SPDs. (The Regulations state that the period for parties to submit representations must be not less than four weeks.)</p> <p>We will consider the representations received and amend the SPD as considered appropriate.</p>
Adoption of the SPD by the Council (Regulation 14)	<p>This is the final stage where the SPD is formally adopted by the Council and an adoption statement is published. The Council is required to inform anyone who asked to be notified and will also inform those on our Local Plan consultation database by email</p>

## Who we will involve when we are preparing our planning policies

- 3.11 We are required to consult a wide range of organisations, groups and stakeholders during the process of preparing our planning policies and want to ensure that all relevant parties have the opportunity to help shape these documents.
- 3.12 We are required to seek views from general and specific consultees who are relevant to the document being prepared. These may be groups that have expertise and knowledge in particular subjects or represent specific interest groups.
- 3.13 These may include:
- organisations that represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, all ages including young and older people; disability, people in care, lone parents, sexuality and gender;
  - amenity groups;
  - Neighbourhood Forums;
  - Specialist interest / community organisations,
  - tenants/resident's associations;
  - businesses based in the borough;
  - infrastructure providers;
  - landowners; and
  - anyone else who has requested to be involved.
- 3.14 The full list of statutory consultees for planning policy documents is set out in [Appendix 1](#).
- 3.15 Other consultees - We also maintain a database of people and organisations who wish to be informed about opportunities to be involved in, and progress on, the preparation of our planning policies. We will use this database at each relevant stage of plan production to update on progress. Please email [forward.planning@barnet.gov.uk](mailto:forward.planning@barnet.gov.uk) if you would like to be added to our database. If at any time you wish to be removed from our database, then please notify us using the above email.
- 3.16 Duty to Cooperate bodies - The Localism Act 2011 places a 'duty to co-operate' on local planning authorities and neighbouring boroughs for any cross-boundary issues. There is also a requirement for the local authority to co-operate with various public bodies for any cross-

boundary issues. These bodies play a key role in delivering local aspirations, and cooperation between them and local planning authorities is vital to make planning policies as effective as possible on strategic cross boundary matters. The duty is to co-operate, not to agree. The duty to co-operate bodies we are required to engage with are set out in [Appendix 1](#).

- 3.17 As part of the duty to co-operate we may also agree Statements of Common Ground with relevant stakeholders to set out respective positions on strategic issues relating to local plan documents.

## How we will involve the community in preparing policies

- 3.18 The Council's approach to what good engagement looks like is set out in Barnet's Consultation and Engagement Strategy. The SCI has been shaped by the Consultation and Engagement Strategy. Through our consultations on planning, we seek inclusive invitation and early involvement, continuity, collaboration and co-production. Transparency underpins our consultations as does providing feedback on the outcome of community involvement.

- 3.19 Evaluating the effectiveness of community involvement is a constant for the Council. The Council uses various methods of consultation depending on the subject matter, the level of engagement required, and the type of stakeholders i.e. community groups or children, we are trying to reach. In some cases, this will require a multi- method approach. When selecting which consultation methods are the most appropriate to use, the Council will consider factors including accessibility, equality, cost, effectiveness and timeliness.

- 3.20 The different ways that we may involve the community and stakeholders in the production of planning policy documents are set out in the table below.

- the appropriateness of the method for that consultation;
- the nature of topic being considered;
- the geographic coverage of the document;
- the stage in the planning process reached;
- the need for specialist knowledge; and the availability of resources

- 3.21 Table 3: Ways of involving the community in preparing planning policy documents include the following:

Method of involving the community	Explanation
Local press	We may advertise certain consultations and stages of plan preparation in the local press. These adverts will let you know where you can find out more information and how to get involved.
Barnet First Magazine	<a href="#">Barnet First eNewsletter</a> is the Council's online newsletter issued to those that subscribe every week. It provides a platform for keeping residents updated on the latest news and events. This online engagement tool will be used to raise awareness of planning policy consultations.
Barnet Business Buzz Newsletter	<a href="#">Barnet Buzz eNewsletter</a> is issued monthly to those who have subscribed to receive it. This eNewsletter offers free support and advice for businesses and self-employed in Barnet. The platform may be used to engage the business community on relevant planning policy consultations.

Citizen's Panel	The Citizen Panel is a representative sample of Barnet residents who consider up to four questionnaires a year and is also used to invite to consultative workshops and focus groups. The panel is another engagement tool that may be used for consulting on our planning policy documents.
Meetings (in person or online)	We may meet with groups and organisations relevant to the document being prepared. We may also hold public meetings where individuals can contribute their thoughts.
Attending group meetings	We may offer to attend meetings which are held by existing groups to discuss, clarify or explain issues or documents.
Workshops	<p>Workshops and facilitated events may be held where appropriate to discuss issues in detail and ensure that a range of people have a chance to express their views. Workshop outputs can be very useful for steering documents in early stages of production.</p> <p>Where appropriate opportunities to provide face to face engagement for under-represented groups will be explored with relevant partners in the Council and/or through local community organisation networks such as CommUNITY Barnet.</p>
Exhibitions / Drop-in Sessions	Exhibitions may be used to explain specific proposals and, when staffed, drop-in sessions are useful for clarifying our approach and generating feedback.
Targeted meetings	It may be necessary to arrange meetings with groups who do not normally respond to planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level, such as notices or materials in libraries or community centres.
Public Notices	<p>Public notices placed in the local newspapers.</p> <p>Public notices are used for a range of planning applications including:</p> <ul style="list-style-type: none"> <li>• Development which requires an assessment of likely environmental impacts (Environmental Impact Assessment)</li> <li>• Major applications</li> <li>• Listed building consent</li> </ul> <p>Statutory notices need to be made for Article 4 directions prior to consultation and when they are recommended to be confirmed following consultation.</p>
Young Barnet Foundation	Young Barnet Foundation works strategically to bring charities and organisations together to support and build

	capacity in the Children and Young People's (CYP) voluntary sector across Barnet.
Voice of the Child	This Network provides an opportunity for children, young people and families should have the opportunity to participate in decisions which affect their lives.
Website	The website provides a channel for direct contact with the Council. It is home to many web pages concerning different aspects of the work that the Council conducts. All planning policy documents, consultations and supporting information will be available on our website.
Online consultation tools/ Engage Barnet	Engage Barnet provides an easily accessible space where comments can be submitted conveniently. We will provide feedback on the results of these planning policy consultations on this site. Engage Barnet can be accessed on the Home Page of <a href="http://www.barnet.gov.uk">www.barnet.gov.uk</a>
Social Media	<p>We may use social media to promote consultations, to help reach a wider and more diverse range of people.</p> <p>The Council considers that through the use of social media such as <a href="#">Facebook</a>, <a href="#">Youtube</a> and <a href="#">Barnet Council X</a></p> <p>It can reach out to a greater range of local businesses and local residents, giving them more opportunities to have a say about what is going on in the Borough Local Plan consultations.</p>
Email	<p>We will use emails as our main method of communication. We will email updates to everyone on our planning policy database to keep people updated on all relevant planning policy matters and consultations. If you would like to be added to, or removed from this database, please email: <a href="mailto:forward.planning@barnet.gov.uk">mailto:forward.planning@barnet.gov.uk</a></p>

## How we will use the results of consultation and engagement

3.22 When a consultation on a DPD or SPD ends, we will consider the comments we have received and prepare a revised version of the policy document. We will also produce a consultation statement, which will set out

- who was consulted;
- how they were consulted;
- a summary of the main issues raised through the consultation; and
- how the comments have been taken into account.

3.23 The consultation statement will be published on our website alongside the consultation documents.

## Adoption of planning policies

3.24 Once we have followed the steps in Tables 1 and 2 above, the policy document will be formally adopted by the Council. DPDs must be adopted by Full Council. SPDs will be adopted



by Cabinet.

## Sustainability Appraisal

- 3.25 As part of the preparation of a Local Plan the Council is required to carry out a Sustainability Appraisal, which may include Strategic Environmental Assessment (SEA). An integrated Sustainability Appraisal (including SEA) assesses how a plan meets environmental, economic and social objectives and whether the policies and proposals are the most appropriate given the reasonable alternatives. It is intended to improve the planning system's ability to promote sustainable development.
- 3.26 Initial consultation on the scope of the Sustainability Appraisal will be undertaken with relevant statutory consultees. As part of the preparation of the Local Plan we will publish the Sustainability Appraisal and invite comments on it. A final Sustainability Appraisal will then be published before the Local Plan is adopted by the Council.

## Equalities Impact Assessment

- 3.27 Under the provisions of the public sector Equalities Duty (section 149 of the Equalities Act 2010), the Council has a statutory duty to consider the equalities impacts of its policies and decisions, on the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, sex, sexual orientation and religion or belief.
- 3.28 As well as 'protected characteristics' we also consider the impacts on those who could be considered at a disadvantage in accessing opportunities or services (such as people with language difficulties or from low-income households, or people living in social housing).
- 3.29 To assess the impact of our planning policies on the above protected characteristics the Council is required to undertake an Equalities Impact Assessment. This is undertaken as part of the preparation of planning documents and will be published on the Council's website. The EqIA ensures that the policies in the Barnet Local Plan do not discriminate in any form (age, sex, race, disability, religion, sexual orientation, marriage/civil partnership, gender reassignment).

## Where you can see our planning policy documents

- 3.30 All planning policy documents, and consultation material, will be made available on our [website](#) to view and download Neighbourhood Planning
- 3.31 The Localism Act 2011 enables local community groups, subject to specified procedures, to apply to the Council for designation as Neighbourhood Forums and for the designation of Neighbourhood Areas. Forums can prepare Neighbourhood Development Plans, Community Right to Build Orders and Neighbourhood Development Orders.
- 3.32 The Council has a statutory duty to provide advice and support to communities undertaking neighbourhood planning. It is committed to working with communities to guide them through the process of establishing a Forum and producing a Neighbourhood Plan.
- 3.33 For detailed guidance on preparing neighbourhood area and forum applications and Neighbourhood Development Plans, please refer to our [website](#).
- 3.34 A Neighbourhood Plan must follow a similar process to that carried out by the Council for a Local Plan (but on a local scale) including public consultation (in accordance with

Neighbourhood Planning Regulations 2012). The examination process may involve a Public Hearing in some cases. However, there is an additional step of a local referendum, whereby, if more than half the vote is in favour, the neighbourhood plan must be adopted by the Council.

## Stages in the preparation of a Neighbourhood Plan and Council support

3.35 The table below sets out the stages involved in the setting up of a neighbourhood forum and neighbourhood area and producing a neighbourhood plan. It provides information on the opportunities for involvement at each stage and the advice and assistance available from the Council. More detail on the support offered by the Council is set out in our 'Advice on preparing Neighbourhood Plans' available on our website.

3.36 Table 4: Stages in the preparation of a Neighbourhood Plan

Stage	Opportunity to get involved and who leads on the consultation
Receipt of Neighbourhood Area / Neighbourhood Forum application (Reg 6 & 9)	<p>The Council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application.</p> <p>We will publish applications on our website and bring them to the attention of people who live, work or carry out business in the area to which the application relates.</p>
Publishing Designation of Neighbourhood Area and Neighbourhood Forum (Reg 7 & 10)	<p>If the Council approves an application, we will publicise the decision on the website and in such a manner to bring the designations to the attention of people who live, work or carry out business in the area to which the application relates.</p> <p>If we refuse an area or forum application the Council will publish:</p> <ul style="list-style-type: none"> <li>• a decision statement setting out the reasons for refusal</li> <li>• details of where the decision may be inspected.</li> </ul>
Renewal of a Neighbourhood Forum (Note Neighbourhood Areas do not expire)	<p>Neighbourhood Forum designations expire after 5 years. If a Forum wishes to continue to operate, it must submit a renewal application for redesignation.</p> <p>The Council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application for redesignation.</p> <p>We will publish applications on our website and bring them to the attention of people who live, work or carry out business in the area to which the application relates.</p>
Publicity by the Neighbourhood Forum of a Neighbourhood Plan prior to submitting to the Council (Reg 14)	<p>The Neighbourhood Forum leads on this stage.</p> <p>Before submitting a Neighbourhood Plan to the Council, the Neighbourhood Forum should:</p> <ul style="list-style-type: none"> <li>• consult for a minimum of 6 weeks.</li> <li>• ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>• consult the consultation bodies listed in <a href="#">Appendix 2</a>.</li> </ul>



	<p>whose interest the Forum consider may be affected by the Neighbourhood Plan</p> <ul style="list-style-type: none"> <li>• Send a copy of the Neighbourhood Plan to the Council.</li> </ul> <p>The Neighbourhood Forum can determine how to consult at this stage, but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.</p>
Following submission to the Council of the Neighbourhood Plan (Reg 16)	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Consult for a minimum of 6 weeks</li> <li>• publish the Neighbourhood Plan on its website</li> <li>• bring the Plan to the attention of people who live, work or carry out business in the area to which the plan relates.</li> <li>• consult the consultation bodies referred to in the Neighbourhood Forum's Consultation Statement.</li> </ul>
Examination	<p>An appointed examiner will review the plan to check whether it meets the basic conditions set out in the Regulations. Although it is up to the council to appoint an examiner, we will take the decision with the Forum.</p>
Publicising the Examiner's report (1990 Act schedule 4B para 12 (11 & 12) Regulations 18 & 19)	<p>Following the independent examination of a Neighbourhood Plan the Examiner will send a report to the Council and Forum. As soon as possible after considering the Examiner's recommendations and deciding to take forward a Neighbourhood Plan to adoption, the Council must publish on its website, and in such a manner to bring the report to the attention of people who live, work or carry out business in the area:</p> <ul style="list-style-type: none"> <li>• the Examiner's report.</li> <li>• its decisions and reasons in response to the examiner's report in a 'decision statement'.</li> </ul> <p>The Council will send a copy of these documents to the Neighbourhood Forum and anyone who asked to be notified of the decision.</p>
Referendum on the Neighbourhood Plan	<p>It is the Council's responsibility to publicise the referendum in accordance with the requirements in the Neighbourhood Planning (Referendum) Regulations 2012.</p> <p>The referendum asks those living in the area to cast their vote on whether they support the adoption of the Plan. The council is responsible for administering the referendum, but the forum must publicise it and campaign for a yes vote. The council must remain impartial. For the Plan to be adopted, more than 50% of the votes cast must be in support of the Plan.</p>
<p>Publishing the Neighbourhood Plan</p> <p>*subject to more than 50% of people voting in favour (Reg 20)</p>	<p>As soon as possible - after a successful referendum* - the Council should publish the Plan and an adoption statement and notify any person that has asked to be notified that it has been made.</p>

Modifications to a 'made' / adopted Neighbourhood Plan	<p>If a modification is to be made to the Neighbourhood Plan, as soon as possible after, the Council must publish on the website and in such a manner to bring the report to the attention</p> <p>of people who live, work or carry out business in the area -</p> <ul style="list-style-type: none"> <li>• a document setting out the details of</li> <li>• the modification</li> <li>• details of where and when the modification document can be inspected</li> <li>• give notice to the qualifying body and any person the authority previously notified of the making of the NDP</li> </ul>
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## Ways of involving the community in Neighbourhood Plans

- 3.37 The methods that the Council may use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in the area include:
- advertisement in a local newspaper
  - site notices around the Plan area
  - email to those on our planning policy database
  - For Regulation 16 consultation we will send emails to the consultation bodies set out in the Neighbourhood Forum's Consultation Statement
- 3.38 Individual neighbourhood forums will determine the methods that they will use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in their area.
- 3.39 Their approach will be set out in the Forum's Consultation Statement, which is submitted alongside the draft neighbourhood plan.

## 4 Involvement in Planning Applications

- 4.1 The LPA considers over 4000 applications every year. These include applications ranging from applications for building works, changes of use, works to listed buildings, trees and advertisements to major strategic development schemes and infrastructure.

### Who makes decisions on planning applications?

- 4.2 Through the role of Local Planning Authority, we make decisions on applications, taking account of the advice of professional planning officers who have assessed proposals against the development plan and taken account of other relevant material considerations. There are two ways in which applications can be determined:
- Delegated powers; or
  - Planning Committee
- 4.3 The way we consult and apply planning policy is the same whichever route is required.
- 4.4 The majority of applications can be decided by powers delegated by the Council to the Chief Planning Officer (the Director of Planning and Building Control). A small number of applications, however, are referred to one of our Planning Committees (Planning Committee or Strategic Planning Committee) for decisions, depending on the complexity of the case and/or level of interest. These Committees meet approximately once a month.
- 4.5 Under the current Constitution of the Council, an application is most commonly referred to a Planning Committee where a) the recommendation is for approval and there is significant local public objection (currently defined as 10 or more objectors); or b) there is a Councillor referral of an application which affects their Ward which has been 'called in' to committee identifying a planning consideration.
- 4.6 Some applications will be referred to the Strategic Planning Committee. The most common trigger points for an application to be referred to this committee include: **a)** where the recommendation is for approval and the development is within the categories which must be referred to the Mayor of London under the London Mayor Order; **b)** does not accord with the

provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or **c)** is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer, it is a significant development.

- 4.7 Any other planning application or planning matter can be referred to either Committee by the Chief Planning Officer acting in his or her discretion, after consultation with the Chair.
- 4.8 You can find out more information about the Councils constitution on our website: [Decision making in Barnet | Barnet Council](#).

## Pre-application Discussions

- 4.9 The National Planning Policy Framework (NPPF) expects local planning authorities to play a key role in encouraging developers to take maximum advantage of the pre-application stage. As well as being encouraged to engage with the local planning authority, developers should be encouraged to engage with the local community and, where relevant, with statutory and non- statutory consultees
- 4.10 The LPA receives over 350 requests for pre-application advice each year from householders, businesses and developers, concerning development of all scales.
- 4.11 Pre-application discussions provide greater certainty and clarity to an applicant by identifying key planning issues and requirements at an early stage. They give the local planning authority the opportunity to influence a scheme before an application is submitted.
- 4.12 We do not automatically publish details of pre-application discussions and treat them as confidential. However, the Council may receive requests for information about enquiries that we have received for pre-application advice, and of advice given. Subject to certain exemptions, we provide this information (personal data is protected from disclosure under the General Data Protection Regulation (GDPR)).

## Planning performance agreements

- 4.13 Planning performance agreements (PPAs) set out an approach designed to take a complex development proposal from conception to delivery. They are designed to provide quality and timely advice which helps shape projects, giving developers the best chance of gaining approval.
- 4.14 The LPA strongly encourages a collaborative and structured approach to the preparation of strategic development proposals using Planning Performance Agreements (PPAs). PPAs will generally be required for 'major' developments (currently defined by the Ministry of Housing, Communities and Local Government as 10 or more homes or 1000 square metres or more of commercial floorspace) but also on some more complex minor and medium scaled developments and is a chargeable service. These agreements set an agreed programme of pre-application engagement and in most cases should include a community engagement strategy.

## Pre-application consultation with the community

- 4.15 Applicants are strongly encouraged to utilise the pre-application planning advice service prior to commencing any community engagement activities.

- 4.16 In accordance with the NPPF, the LPA expects applicants to consult neighbours and the local community before applying for planning permission. It gives you the opportunity to talk to neighbours and communities to explain your planning proposals and discuss with them any concerns they have. It can reduce the risk of community tension or help to quickly address it. The feedback from this process can be used to inform and refine the design and technical detail of your planning proposal before making a planning application. Engagement methods will vary depending on the scale of the scheme - [the pre-application planning advice service](#) can discuss the scope and timescales of early engagement activities required.

## Pre application consultation for major applications

- 4.17 It is important to consult on a wider scale for major, or potentially controversial proposals, before and during pre-app because these proposals are likely to have a significant impact on the environment and/or on the local community; and the development is likely to attract significant public interest.
- 4.18 In addition to immediate neighbours, applicants should also consult more widely including any appropriate, Residents Associations, groups such as the Neighbourhood Forum, local Conservation Area Advisory Committees (CAACs), and those which represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, all ages including older people, disability, sexuality and gender.
- 4.19 Undertaking pre-application discussions or pre-application consultation helps inform the advice applicants receive from the LPA, removes uncertainty from the process and any requirement for further revisions after the application is submitted. It is the applicant's responsibility to carry out pre-application consultation
- 4.20 As part of pre-application discussions, we expect the applicant / agent to agree the extent and type of pre-application consultation with us to make sure that the consultation process proposed is suitable. Whilst the consultation will be undertaken by the applicant, the LPA may recommend suitable methods. In some circumstances the developer may be encouraged to consider the potential for co-design with the community. Where pre-application consultation is carried out, applicants should prepare a report summarising the type of consultation carried out, the key issues raised and how these have been taken into account in the scheme development. This report should be submitted with any subsequent planning application.

4.21 Table 5: Consultation methods for planning applications

Stage	Statutory	Comment
Website email alerts	No	You can subscribe to receive planning application email alerts (via your Barnet Account- <a href="#">Register for email alerts</a> ) either by property, road, ward or conservation area. Email alerts contain details of proposals and links to application documents.
Site notices	Yes	We display site notices in a public place at or near the application site. The site notice contains details of the proposal, where plans can be viewed and how to comment on the application A QR code is provided to give easy access to the online planning file. One or more notices may be displayed depending on the size and location of the proposed development. The notice is displayed for a minimum of 21 days.
Digital view of Planning Information Dashboard	No	We are undertaking a project to develop a Planning Information Dashboard accessible either through the QR code displayed on the Site Notice, or directly via search engine queries and published links. The dashboard will contain key information for the viewer in a visually engaging and intuitive manner, as well as providing onward links to the full case file, helping all customers to better participate.
Website	Yes	Barnet's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria and submit comments online.
Weekly/Monthly list of applications	No	A copy of the list of applications we have validated or decided in a particular week or month is published on the website.
Press notice	Yes (in some cases)	A notice is placed every week in a local newspaper for the following types of applications: <ul style="list-style-type: none"> <li>• major applications</li> <li>• Some listed building consent</li> <li>• developments affecting the character or appearance of a Conservation Area applications accompanied by an Environmental Impact Assessment (EIA) departures from the development plan</li> </ul>
Online map of planning applications	No	A map showing all applications and their status across the Borough with filters.

4.22 All planning applications we receive are published on our website.

4.23 Legislation sets out minimum requirements for how people are notified of planning

applications. The legal requirement for planning applications is either to display a site notice or send letters to adjoining occupiers. We consult by displaying site notices for all applications which require consultation and by the additional methods outlined above as considered appropriate for the application type and on a case-by-case basis.

- 4.24 The minimum legal period for consultation is 21 days. In order to enhance opportunities for participation in the process, we will on a case-by-case basis extend the initial consultation period to 42 days for major applications and 28 days for all other planning applications. In the rare cases where a public re-consultation is required, the Council will consult for a minimum period of 21 days. Comments received after that time will still be taken into consideration if no decision has been made on the application.
- 4.25 We do not have to consult on the following types of applications:
- certificates of lawfulness of proposed use or development;
  - certificates of lawfulness of existing use or development;
  - internal alterations only to a Grade II listed building;
  - advertisements;
  - approval of details pursuant to planning conditions and
  - 'non-material' amendments.
- 4.26 However, if a resident signs up for [planning email alerts](#) they can receive notifications of these applications within a search criteria. The application documents are available to view on our website. We will continue to explore how technology can assist in engagement.

## Who we will involve

- 4.27 We take the following into account when deciding how and who to consult on a planning application:
- regulations about statutory consultation - these may require us to consult with some of the statutory consultees listed in [Appendix 3](#);
  - the location and type of application - this may make it appropriate to consult with the relevant Neighbourhood Forum and/or Conservation Area Advisory Committee; and
  - the scale of the proposal and who is likely to be affected by the application
- 4.28 We do not have to consult local civic and amenity societies, or residents' associations but we recognise that they are interested in applications in their area and are a continuing source of advice on planning and other applications. In order that these groups are made aware of planning applications, we will promote the use of the email alert facility and will encourage applicants to contact relevant amenity groups in advance of making applications.
- 4.29 The standards and methods we use to notify people about different types of planning applications and appeals are set out on the next page.



4.30 Table 6: How we consult on different types of planning applications

Type of development	Site notice	Press advert	Letters	Press advert
Planning applications involving extensions and alterations which affect the character of a conservation area (such as demolition, changes of use, shop front alterations, alterations to boundary walls)	Yes	Yes		
Listed Building Consent applications including approval of details involving extensions or alterations to the external appearance of a listed building (all Grades) and internal alterations only to Grade I and II* buildings.	Yes	Yes		
Applications for major developments	Yes	Yes	<p>Occupier(s) of the application property</p> <p>Owner/occupiers within close proximity to be agreed by Chief Planner.</p> <p>Where relevant, neighbourhood forums and residents associations</p>	
Planning applications for variation or removal of conditions attached to a previous approval	Yes	Yes if in CA*		
Planning applications (which fall outside other categories)	Yes	No		
Application covered by an Environmental Statement or that is a Departure from the Development Plan	Yes	Yes		
Prior approval applications			Larger home extensions: Letters are sent to adjoining owners or occupiers, i.e. those who share a boundary,	The level of consultation will vary depending on the type of prior approval in line with the



			including to the rear. Telecommunications: Letters: Letters are sent to addresses within 50 metres of the site	relevant legislation. For example, larger home extensions, the local authority will send letters to adjoining owners or occupiers, i.e. those who share a boundary, including to the rear.
CA* Conservation Area				

- 4.31 When an application is submitted which is close to the borough boundary, and properties within an adjoining borough could be affected by the proposed development, we will display site notices in accordance with the strategy outlined in Table 6. We will also consult the adjoining local planning authority.
- 4.32 Conservation Area Advisory Committee (CAAC): There are several established Conservation Area Advisory Committees in the Borough, comprising of a number of local residents together with representatives from amenity societies. The Council encourages CAACs to comment on applications affecting their conservation area to work together to preserve and enhance the character and appearance of the Borough's heritage.
- 4.33 Advisory Committees are currently in place in the following Conservation Areas
- Finchley
  - Hampstead Garden Suburb
  - Mill Hill
  - Totteridge
  - Wood Street
  - Monken Hadley

## How to submit your comments

- 4.34 Consultation responses can support, object or comment on the proposed development. When making a decision, the Council is only able to consider factors that are 'material planning considerations'. Here are some examples:
- loss of light or overshadowing
  - overlooking / loss of privacy
  - visual amenity (but not loss of private view)
  - adequacy of parking/loading/turning
  - traffic generation, Highway safety and parking
  - noise and disturbance resulting from use
  - loss of trees
  - effect on listed building and conservation area
  - layout and density of building
  - design, for example height/bulk/position of buildings, appearance, materials, effect on surrounding area
  - landscaping
  - road access
  - local, strategic, regional and national planning policies
  - previous planning decisions (including appeal decisions)
  - nature conservation.

- Safety and Security (to minimise the potential for anti-social behaviour and crime)
- Flood Risk

4.35 We place comments received on our website, this means that your comment along with your name and address will be published on our website. We will remove any personal information or inappropriate language. Anonymous and 'in confidence' comments will be mentioned in delegated and committee reports but will not usually be considered by the LPA as part of the assessment of planning applications.

## How we will use comments and give feedback

- 4.36 We will publish all the comments received on our website. We will also notify everyone who has made a request to speak at a Planning Committee of any committee date for considering the application where decisions are to be made by the Planning committee.
- 4.37 When considering an application, the planning officer will take the comments into account, together with local, regional and national planning policies, supplementary planning guidance and any other material considerations.
- 4.38 We will not acknowledge receipt of individual comments or enter into correspondence about the issues raised. However, residents can check to see if their comments have been logged and published on our website. The case officer will take into consideration all the comments which are 'material considerations'. This will be summarised in the officer's report or decision notice. Comments are logged and uploaded to our online planning database. We will not notify you of receipt or respond directly to you. Comments are considered and discussed within the planning Officer's report or decision notice. Comments submitted online can be viewed on the Council's website.

## Revisions

- 4.39 Where an application has been submitted and an applicant wishes to amend the proposal before a decision has been made, it is at the discretion of the Council whether to accept such changes, to determine if the changes require further publicity and consultation, or if the proposed changes are so significant that a new application should be submitted.
- 4.40 Generally, minor amendments to a proposal are usually accepted, providing no neighbour re-consultation is required.
- 4.41 Major amendments, or amendments which would likely require further consultation, may require a new application to ensure comprehensive evaluation and stakeholder engagement.
- 4.42 Substantial discussions about the acceptability of schemes should be undertaken at pre-application stage, not during the application process.
- 4.43 In deciding whether an amendment would necessitate further consultation or not, we are guided by the National Planning Practice Guidance, which advises that LPAs should consider whether, without re-consultation, any of those who were entitled to be consulted on the application would be deprived of the opportunity to make any comments that they may have wanted to make on the application as amended.

## How a decision is made

- 4.44 The appropriate route for deciding on a planning application is set out in Barnet's scheme of delegation. Whilst some applications must automatically be referred to Planning Committee

or Strategic Planning Committee, the majority are dealt with under delegated powers.

## Delegated powers

- 4.45 Most applications with fewer than 10 objections, or an application for refusal are usually decided under delegated powers. The process of deciding upon an application under delegated powers involves a planning officer recommending whether permission should be granted for an application having assessed it against relevant policies and taking account of material consideration including consultation responses, and a Planning Manager or Deputy Planning Manager agreeing the recommendation, which is made on behalf of the Director of Planning and Building Control.

## Planning and Strategic Planning Committees

- 4.46 Applications that cannot be decided under delegated powers are made by Members of the Planning Committee or Strategic Planning Committee. For more information about which applications are referred to these committees, see Section 4 (Who Makes Decisions on Planning Applications) above.
- 4.47 The process of making a decision by Members of our Planning Committees involves a Planning Manager or the Head of Development Management (on behalf of the Director of Planning and Building Control) reviewing the report produced by the planning officer and recommending whether permission should be granted or refused. The report is then presented and considered at a public meeting of the Planning Committees.
- 4.48 Committee meetings generally follow the following format:
- The Chairman will introduce each item on the report and a Planning Officer will make a short presentation.
  - Members of the public who have previously requested to do so, will be able to speak to the Committee for up to 3 minutes. The Committee may then put questions to those who have spoken.
  - The applicant or their agent will have the right to reply for a maximum of 3 minutes. The Committee may then put questions to the applicant or their agent.
  - In addition to the public speakers, any Councillor may address the planning committee, for up to 3 minutes, subject to giving notice to the Chair of the meeting of their intention to speak before the start of the meeting.
  - The Committee members will then debate and determine the application or item of business.
- 4.49 Planning Committee and Strategic Planning Committee meetings are now streamed live online. The webcast link can be found on the relevant 'Agenda' page for each meeting, on the Council's website - [Committee structure](#)
- 4.50 You can find out more information about the Planning Committee on our website: [Council, Cabinet Committees and Board meetings | Barnet Council](#)

## After a decision is made

- 4.51 After a decision is made a copy of either of the following will be available on the Council's website:
- The decision notice.

- The delegated report (when one is produced) or planning committee report.
- Planning committees are webcast and recorded.
- Any signed legal agreement/planning obligation.

## Our approach to planning obligations

- 4.52 In some circumstances we will not reach a decision on an application until the applicant has entered a planning obligation (also sometimes known as a section 106 agreement). This is a legal agreement between the owners of the application site and the Council. They normally deal with how a development will be carried out or the provision of new or improved infrastructure, community services or facilities. Further information on the Councils Community Infrastructure Levy, including our Infrastructure Funding Statement is available to view on the Councils [Website](#).
- 4.53 Large scale developments generally have more complex obligations attached; however obligations may also be applied to small scale developments to achieve measures such as car-free/ car-capped housing or construction management plans to manage the impacts of construction.
- 4.54 The negotiation of individual agreements will be carried out by the LPA and Council officers. Through consultations at pre-application stage and as part of the consideration of planning applications, the local community and key stakeholders can also give their views on the content of any likely planning obligations. These may be taken into consideration when the LPA determines the application.

## Community Infrastructure Levy

- 4.55 The Community Infrastructure Levy (CIL) is a charge by local authorities to collect funds from new developments. The money raised will be used to fund local infrastructure such as schools, community facilities, transport improvement and open spaces.
- 4.56 Two separate CIL's are collected by Barnet the Mayor of London CIL and Barnet CIL. More information on CIL can be found on our [website](#).

## Planning Appeals

- 4.57 A planning decision can be appealed if any of the following apply:
- It was refused for reasons that the applicant thinks go against the Council's planning policies; or
  - Consent was granted with conditions the applicant objects to; or
  - A decision has not been made on an application and the statutory determination period has passed (in most cases this is 8 weeks since the date it was received or 13 weeks for a major application)
- 4.58 An appeal can also be made against an enforcement notice. There are 7 grounds of appeal which are outlined in section 174(2) of the Town and Country Planning Act 1990. This includes that planning permission should be granted for the works covered by the enforcement notice.

## How to comment on an appeal

- 4.59 We will send all comments and objections made to us on the original application to the Planning Inspectorate (the body who determines the appeal). These will be considered by

the Inspector when determining the appeal

- 4.60 We will also tell the people who commented on the original application, but you cannot make additional comments for appeals against householders, minor commercial and advertisement appeals. Anyone can comment on a planning, listed building or enforcement appeal.
- 4.61 You can make additional comments on an appeal or withdraw your representation by contacting the Planning Inspectorate. Appeal documents will be available on our [website](#) under the associated planning reference number.
- 4.62 If the appeal is determined by a Hearing or Public Inquiry there are additional ways you can get involved. You can find more information on how to take part online. You can also email [PlanningAppeals@barnet.gov.uk](mailto:PlanningAppeals@barnet.gov.uk) with any questions you may have.
- 4.63 We notify people about the appeal with details of any deadlines for comments as follows.
- 4.64 Table 7: How we consult on planning appeals

Type of development	Site notice	Press advert	Email to CAAC* Or DNF***	Notes
Planning appeals (excluding householder, minor commercial, and advertisement appeals)	No	No	No	A letter and/or email would be sent to any person consulted about the application and a letter would be sent to any other person who made representations about that application.
Appeals against an Enforcement notice	No	No	No	The person(s) whose complaint has led to the enforcement investigation will be sent a letter and/or email about the appeal.
If a Ground (a) appeal where a planning application for the same works has not been determined by the Council.		Yes, if the site is in a CA/ listed building	Yes if in CA** if in DNF area.	Consultation would be undertaken in the same manner as if a planning application had been submitted.
Householder, minor commercial, and advertisement appeals	No	No	No	A letter will be sent to those who commented on the original application but no additional comments can be made.

\* CAAC - conservation area advisory committee

\*\*CA - conservation area

\*\*\*DNF – Designated neighbourhood Forum

Note: If the appeal is determined by a hearing or Inquiry, a site and/or press notice may also be displayed to tell interested people about the hearing/inquiry arrangements.

## Trees notifications

- 4.65 It is necessary to notify the Council to carry out works to a tree that is subject to a Tree Preservation Order or of a certain size in a conservation area. Further information is available on the Council's website Tree Preservation Orders- Barnet Council
- 4.66 If the proposals involve the removal of a tree, we will erect a site notice.

## Planning Enforcement

- 4.67 The Council encourages the community to report cases where they believe that there has been a breach of planning control. All requests to investigate an alleged breach are treated confidentially. If a resulting investigation leads to a planning application being submitted, then this will be published in the normal manner. Members of the public can enquire about development where, for example:
- Construction works have commenced without planning permission or Listed Building Consent
  - Conditions attached to a permission are not complied with
  - It does not follow approved plans.
- 4.68 Describe report a breach and its benefits: Residents can report a planning breach by completing an online form. The Report a Breach submission service allows residents to quickly and easily inform our Planning Enforcement team about potential planning breaches which they access from the council's website or a Google search. It directs them through interactive questions relevant to specific breach categories that they select. This early categorisation ensures that we receive information about genuine planning issues that we can do something about and in the process, we also gain valuable breach category case data. Our officers receive a concise narrative of the planning breach which is likely to contain the information and photographs that they need to determine the appropriate course of action to ensure officer efficiency and a faster response time for residents. The service includes helpful links to allow users to better understand relevant areas of planning law and the enforcement process. Importantly, residents with concerns unrelated to planning law are directed elsewhere early in their user journey, saving time and effort for both them and our officers.
- 4.69 In cases where planning enforcement action is taken or not, complainants are informed of the action or offered a full explanation for no action being taken providing the Council's reasons. Many initial service requests relate to non-enforcement issues in the Borough, such as permitted development-type extensions or alterations to a dwelling house. In such cases, the Council will provide the individuals involved with the guidelines for permitted development which do not require planning permission. Such guidance can also be obtained from the Planning Portal website.

## 5 Resources and Review

- 5.1 Undertaking consultation is an integral part of the work of the planning service but it is also resource intensive. There are direct costs in terms of resources and staff time.
- 5.2 What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets based on the current resources available to the service.



- 5.3 We will aim to use the most cost-effective methods of consultation, and where possible will work with others to coordinate consultations where we can. We will continue to explore the use of new technologies to aid consultation in the community

## Reviewing the Statement of Community Involvement

- 5.4 Planning legislation requires local authorities to review and update their Statement of Community Involvement every five years. When reviewing the Statement of Community Involvement we will take into account:
- the experience of people and organisations consulted;
  - the need to change the types of groups consulted;
  - the experience and financial constraints of the Council;
  - best practice in consultation from across the country and the need to change the way we involve the community; and
  - new technology and changing legislation.
- 5.5 In addition to this we will continue to review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback, comments of planning applications and consultation responses on planning documents.

## 6 Where you can get more help Online

- 6.1 You can get more information and advice on our [website](#):
- 6.2 This includes:
- the planning application search tool where you can search, view and comment on applications;
  - access to planning application documents and planning history.
  - online tools to help you find out if you need planning permission for your proposal, understand the constraints to developing your property, or to report a breach of planning control
  - @information on the planning application process;
  - our adopted planning policy documents; and
  - information on consultation and engagement on planning policy documents.

## Other Resources

- 6.3 You might also find the following resources useful:
- The Planning Portal - The Planning Portal is an online planning and Building Regulations resource for England and Wales. It provides information on plans, appeals, applications, contact details and research areas. The majority of planning applications are submitted through the [planning portal planningportal.co.uk](https://www.planningportal.co.uk).
  - Royal Town Planning Institute (RTPI) - The RTPI aims to advance the science and art of planning for the benefit of the public [rtpi.org.uk](https://www.rtpi.org.uk)
  - Planning Aid - Offer free, independent, professional advice on planning issues - <https://www.rtpi.org.uk/planning-aid>
  - Planning Practice Guidance - This provides a helpful guide to all aspects of the planning process. [www.gov.uk](https://www.gov.uk)

## 7 Appendices

### Appendix 1 Statutory consultees for planning policy documents

- 7.1 Statutory consultees are organisations and bodies, defined by statute, who must be consulted on relevant planning applications. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Localism Act 2012, the bodies that we have to consult for development plan documents are provided in the National government website and listed below:
- 7.2 Duty to cooperate bodies:
- Neighbouring Authorities
  - Environment Agency
  - Historic England
  - Natural England
  - Mayor of London
  - Civil Aviation Authority
  - Homes and Communities Agency
  - Primary Care Trusts established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
  - Office of Rail Regulation
  - Transport for London
  - Local Enterprise Partnership
  - Local Nature Partnership
- 7.3 Specific consultation bodies:
- The Mayor of London
  - Adjoining authorities
  - Environment Agency
  - Historic England
  - Natural England
  - Network Rail Infrastructure Limited
  - Transport for London
  - any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003
  - any person who owns or controls electronic communications apparatus situated in any part of the area of the local authority
  - any of the bodies from the following list who are exercising functions in any part of the area of the local authority
  - person to whom a license has been granted under Section 7(2) of the Gas Act 1986
  - person to whom a license has been granted under section 6 (1) (b) or (c) of the Electricity Act 1989
  - sewage undertaker
  - water undertaker
  - Primary Care Trust
  - Homes and Communities agency.
  - Metropolitan police



#### 7.4 General consultation bodies:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- bodies which represent the interests of different religious groups in the local planning authority area
- bodies which represent the interests of disabled persons in the local planning authority's area
- bodies which represent the interests of carers, and people in receipt of care
- bodies which represent the interests of lone parents in the local planning authority's area
- bodies which represent the interests of older people (such as Age UK Barnet)
- bodies which represent the interest of young people (such as youth Council/organisations) in the local planning authority area.
- bodies which represent the interest of the LGBTQ+ Community (such as Inkluder)
- bodies which represent the interests of persons carrying on business in the local planning authority's area.

## Appendix 2- Statutory consultees for Neighbourhood Development Plans

7.5 In accordance with the Neighbourhood Planning Regulations 2012, the consultation bodies that the Neighbourhood Forum and Council have to consult at the relevant consultation stages are the:

- Mayor of London
- a relevant authority, any part of whose area is in or adjoins the area of the local authority, such as:
  - a Local Planning Authority
  - a County Council
  - a Parish Council
  - a Police Authority
- Homes and Communities Agency
- Natural England
- Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- Highways Agency
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the Local Planning Authority
- Where it exercises functions in any part of the neighbourhood area
- Primary Care Trust
- Licensee under the Electricity Act 1989
- Licensee of the Gas Act 1986
- sewerage undertaker
- water undertaker

7.6 The Neighbourhood Forum is required to submit a 'Consultation Statement' to the LPA when formally submitting the Neighbourhood Development Plan. This statement must detail the bodies consulted in the preparation stage.

## Appendix 3 - Statutory consultees for planning applications

7.7 The bodies that we have to consult on relevant planning applications are:

- Canal and River Trust
- Environment Agency
- The Gardens Trust
- Greater London Authority
- Health and Safety Executive
- Highways England
- Historic England
- Lead local flood authority
- Local Planning Authorities
- Natural England
- Designated Neighbourhood Forums
- Rail Infrastructure Managers
- Rail Network Operators
- Sport England
- Water and sewerage undertakers
- Active Travel England

7.8 Most of the statutory consultation requirements are contained in the Town and Country Planning (Management Procedure) (England) Order 2010, (SI No. 2184 (1/10/10)). However, some bodies are required to be consulted under other legislation.

