

## **Executive Member Signing**

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FRIDAY, 15TH SEPTEMBER, 2006 at \*11:30 HRS – CIVIC CENTRE, HIGH ROAD, WOOD GREEN, LONDON N22 8LE.

MEMBER: Councillor K. Amin (Executive Member for Enterprise and Regeneration)

### **AGENDA**

#### **1. URGENT BUSINESS**

The Executive Member will notify any items of business which it has decided to take as urgent.

#### **2. DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

#### **3. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS**

To consider any requests received in accordance with Standing Orders.

#### **4. STATEMENT OF COMMUNITY INVOLVEMENT**

(Report of the Interim Director of Environmental Services): To approve the draft Statement of Community Involvement for consultation with statutory bodies.

## **5. NEW ITEMS OF URGENT BUSINESS**

To consider any items admitted at item 2.

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7 September 2006.

Report Title: **Draft Statement of Community Involvement (SCI)**

Forward Plan reference number (if applicable):

Report of: **Andrew Travers, Director of Environmental Services (interim)**

Wards(s) affected: **All**

Report for: **Non-key decision**

### **1. Purpose**

- 1.1 The purpose of this report is to seek approval for the draft Statement of Community Involvement (SCI) (see Appendix 1) to go out to consultation with statutory bodies, which is a legal requirement. The draft Statement sets out the Council's vision and standards for involving the community and other stakeholders in the preparation, revision and alteration of Local Development Documents (which will form part of the Local Development Framework (LDF)) and consideration of planning applications.
- 1.2 Depending on the comments received from the statutory bodies the draft Statement may be amended. Following this stage there will be wider public consultation on the draft Statement of Community Involvement.

### **2. Recommendations**

- 2.1 That the Lead Member for Enterprise and Regeneration be asked to:

Approve the draft Statement of Community Involvement for consultation with statutory bodies.

**Report Authorised by:**

**Contact Officer:** Victoria Forster-Jones

**Telephone:** 0208 489 5222

### **3. Director of Finance Comments**

- 3.1 The budget setting process for 2006/07 approved additional revenue investment of £75k to meet the costs of completing and adopting the UDP and progressing the new Local Development Framework. Any additional costs arising from this latest consultation exercise will be met from the currently approved PEPP budget for

2006/07.

#### **4. Head of Legal Services Comments**

4.1 The initial consultation on the draft Statement of Community Involvement is an “executive” function which can be authorised by either the individual Lead Member or by the full Executive Meeting. The decision to authorise the submission of the draft Statement of Community Involvement to the Secretary of State is a “non-executive” function which must be referred to the Planning Applications Sub-Committee.

#### **5. Local Government (Access to Information) Act 1985**

5.1 The following background papers were used in the preparation of this report:-

- Creating Local Development Frameworks ODPM 2004
- Community Involvement in Planning ODPM 2004
- Diversity and Equal Opportunity in Planning 2004
- Haringey’s Local Development Scheme 2006
- Planning and Compulsory Purchase Act 2004
- The Town and Country Planning (Local Development) (England) Regulations 2004
- Planning Policy Statement 12 “Local Development Frameworks” ODPM 2004

#### **6. Strategic Implications**

- 6.1 One of the major changes to have emerged from recent reforms to the planning system is the gradual replacement (over three years) of Unitary Development Plans (UDP) with Local Development Frameworks (LDF). The Statement of Community Involvement (SCI) will be a public statement setting out the Council’s vision and procedure for community involvement in development plan-making and consideration of planning applications. As such, one of the requirements for preparing the Statement of Community Involvement is that it must link with other community involvement initiatives in the Council such as the Community Strategy.
- 6.2 In accordance with the Regulations, the draft Statement of Community Involvement must undergo a six-week statutory consultation period first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) and then with local community and other stakeholders.
- 6.3 The vision for Haringey as set out in the Community Strategy (2003-2007) is to *‘measurably improve the quality of life for the people of Haringey by tackling some of our biggest problems and making it a Borough we can all be proud of’*. Within this context the involvement and participation of the local community and other stakeholders in the preparation of Haringey’s Local Development Framework and planning applications is essential to achieving this vision. The Community Strategy is currently under review and is set to be adopted in Spring 2007.

6.4 *'Haringey Council is committed to improving communication channels between the Council and the local community'* (Haringey Council Consultation Strategy: Guiding Principles). The Council's strategy for community involvement in planning will implement, where practicable, the eight guiding principles for consultation identified in the Haringey Consultation Strategy. The Statement of Community Involvement will also take forward the principles (values) and commitments (promises) of the Haringey COMPACT by promoting and enhancing our working relations between the voluntary and community sector in the Borough.

## 7. Financial Implications

7.1 The Council has already allocated funding to the development of the LDF. Preparation of the Statement of Community Involvement and associated public consultation will be contained within existing budgets.

## 8. Legal Implications

8.1 The Statement is a statutory document which must under go set stages of production and consultation before it can be formally adopted. These stages are set out the Regulation and guidance is provided by the Government in Planning Policy Statement 12: Local Development Frameworks (PPS12). As part of this process the Statement will be examined by a Planning Inspector, who will test whether the document is 'sound'. See Appendix 2 for details of the nine tests of soundness:

## 9. Equalities Implications

9.1 The Statement will set out how, when, and at what stage the local communities and other stakeholders can get involved in planning matters. Preparation of the draft Statement has involved adhering to the Council's equal opportunities commitments and priorities, as set out in the Council's Equal Opportunities Policy, which is concerned with age, disability, gender, religion or belief and sexuality. The community involvement activities and standards identified in the draft Statement has also been based on principles that different people and groups within the community have different needs and requirements for consultation and engagement in planning matters. The draft Statement has set out creative and fit for purpose methods for involving individuals and groups that do not respond to traditional methods of consultation.

## 10. Consultation

10.1 Before preparing the draft Statement of Community Involvement and to prepare the ground for a sound consultation process on the draft document, a scoping exercise was undertaken to inform the content and scope of the document. Activities were conducted with local residents and officers from across the Council. See Appendix 3 for further details.

10.2 **Statutory body consultation** - following this process and the production of a draft Statement of Community Involvement the document must undergo a six-week statutory consultation first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) followed by wider public consultation in November for a further six-weeks. This is set out in the Regulations.

10.3 **Public consultation** – this stage follows consultation with statutory bodies and involves consulting individuals, national and local community and voluntary groups, businesses and other stakeholders.

10.4 **Public Consultation Strategy** - in preparation for the formal public consultation, we are currently putting in-place a programme of community engagement events from September onwards to raise awareness of Statement of Community Involvement and build the capacity of local people to be able to participate in the formal public consultation in November. See Appendix 4 for details of these activities which will come under the following heading:

- Attending community events
- Working with young people and schools
- Community outreach
- Promotion and publicity

## 11. Background

11.1 In accordance with the Regulations, the draft Statement of Community Involvement (SCI) must undergo a six-week statutory consultation period first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) and then with local community and other stakeholders.

11.2 In light of the representations received from statutory bodies and the local community, the draft Statement will be amended to inform the production of the submission Statement of Community Involvement which will be submitted to the Secretary of State for independent examination. The document will be examined by a planning inspector to determine whether the draft Statement is 'sound' and has been prepared in accordance with the nine tests of 'soundness' as set out in PPS12.

11.3 The draft Statement is attached in Appendix 1. The document sets out

- A description of the Statement of Community Involvement, the aims by which it has been produced, the stages for its preparation and the importance of community involvement in planning matters.
- Council's corporate vision and standards for community involvement, the Statement's relationship to the Community Strategy, Haringey Consultation Strategy and Haringey - COMPACT. As well as, details about the make-up Haringey's population and communities, and the target groups that need to be involved in planning.
- Information about Haringey's Local Development Framework, how the different documents fit together, the preparation stages of Local Development Documents and Supplementary Planning Document.
- Proposed approach to community involvement and consultation on planning policy documents and planning applications.
- The resources and skills available to involve the community and other stakeholders on the production of the Local Development Framework.

11.4 The statement has taken into account the views, ideas and good practice elsewhere identified during the scoping stage and builds upon the existing good practice in Haringey for community engagement in planning. The key concerns raised during the scoping stage can be summarised under the following areas:

- Early contact is needed
- Access to information needs to be improved
- Reducing barriers is vital
- Appropriate methods for consultation should be identified
- Collaboration on consultation events to prevent consultation fatigue
- Providing feedback
- Clarity in decision making process for planning applications

11.5 **Proposals for consultation on planning matters** – issues and concerns raised during the scoping stage have been taken into account in the draft Statement of Community Involvement. See Appendix 5 for proposed community involvement methods for particular planning policy documents and planning applications. Below is a summary of activities for more effective community involvement and consultation.

***Planning Policy and Planning Applications***

- **Awareness raising activities** - a programme of activities will be undertaken to raise awareness of planning amongst local communities. Officers will work with communities and residents on improving their understanding of planning and to widen participation for effective consultation on the LDF process and planning applications. These activities include:
  - minimum once a year open days and seminars on planning;
  - exhibitions at local community events;
  - a programme of activities with children and young people involving local schools, colleges and neighbourhood projects; and
  - introductory sessions on planning with local projects/groups at the neighbourhood level.
- **Translation and Interpretation** - all documents and notification letters for LDF documents and planning applications will be written clearly in plain English, with a full explanation of abbreviations. We will also use accessible formats such as Braille, audio tape, easy words and pictures, different languages (available on request) and electronic formats.
- **Access to information** - LDF documents will be made available in community venues such as libraries and on the Council's website. We will also work with the Communications Team right from the outset to deliver a co-ordinated approach to how information is delivered to local people as part of the process of

preparing LDF documents. The Planning service will widen its use of Council publications such as Haringey People and local newspapers to advertise consultations and provide information on how to get onto the planning consultation database.

- **Collaborative working** - the Council will work with other Council services for a joined up approach to consultation, where practicable and to avoid consultation fatigue or duplication. We will also work more closely with structures that have developed in Haringey over recent years. Such as Neighbourhood Management, Borough wide Conservation Area Advisory Committees, Development Control Forums, Tenants Forums, Residents Associations, and local projects.

### ***Planning applications***

- **Pre-application discussions** - pre-application discussions will be available to applicants and are intended to provide specific planning advice concerning the development of a particular site and provide greater clarity to the applicant by identifying planning issues and requirements before the application is submitted.
- **Pre-application community involvement on major schemes** - developers of major development proposals will be advised to involve and consult with local communities early and in a meaningful way before applying for planning permission. The Council will recommend Planning for Real exercises or similar activities to be undertaken by developers and expect that these activities reflect good practice in line with the Council's consultation principles.
- **Neighbour notifications** - Appendix 6 sets out minimum proposals to notify and consult neighbours and local groups about planning applications in there area.
- **Weekly planning list & statutory publicity** - A weekly planning list of applications registered with the Council will also be forwarded to interested parties. The Council also places adverts in local newspapers on particular applications that are submitted. See Appendix 7 for details of the weekly planning list and for guidance on the statutory publicity procedure.
- **Internal departments** - see Appendix 8 for proposals to notify and consult internal Council departments on planning applications
- **Site notices** - will be made user friendly and particular attention will paid to visibility and readability of the notices. For major applications a site notice will be displayed on all publicly accessible boundaries of the site. For all other applications a single site notice will be displayed in a prominent location on or near the site.
- **Local newspapers and Haringey publications** - to comply with the Regulations, the Council will issue press notices during particular formal consultation periods.
- **Website** – LDF documents will be provided on the Council website and it will also contain details of consultations on planning policy documents together with all the relevant supporting documents. Where appropriate, we will also update



the corporate consultation calendar with relevant consultation activities undertaken in planning policy. Information provided on the website about planning applications will also be improved. This includes providing a detailed checklist (validation procedure) of the documentation applicants and agents are expected to provide with their application. The website also allows the public to view past and current applications, view their drawings and photographs, comment on applications, view decision notices, view officers report, view decision notice and view appeal decisions.

- **GIS** - we will also use Geographic Information Systems (GIS) more effectively as a tool for public consultation especially for LDF documents and Sustainability Appraisals (SA).
- **Development Control Forum** - see Appendix 9 for proposed changes to the Development Control Forum terms of reference. The Forum has been a successful innovation for how the Council consults on major and sensitive schemes. Because of this success we are widening who will be able to chair meetings to:
  - A Senior Manager within the Planning Service; or
  - An appropriate Council Member (which may include the Chair of relevant Area Assembly or the Lead Member for PEPP)

## **12 Conclusion**

- 12.1 As part of the recent changes to the planning system Haringey Council is required to produce a Statement of Community Involvement as part of the Council's Local Development Framework. The Statement sets out how, when and at what stage the Council will involve the local community and other stakeholders in planning matters affecting the Borough. In accordance with the Regulations the document should go out to formal consultation first with statutory bodies and later with the wider community for six weeks respectively.
- 12.2 The Statement of Community Involvement is intended to raise the standard of how local Councils involve communities in planning matters, the benefits of which would include improving decision making processes and producing plans and proposals that are responsive to local needs and vision for the area.

## **13 Use of Appendices / Tables / Photographs**

- 13.1 Appendix 1 – draft Statement of Community Involvement
- 13.2 Appendix 2 – Nine tests of soundness
- 13.3 processes
- 13.4 Appendix 3 – Scoping and pre-consultation activities
- 13.5 Appendix 4 – Public consultation strategy
- 13.6 Appendix 5 - Propose community involvement methods for relevant planning
- 13.7 Appendix 6 – Weekly planning list & statutory publicity – press adverts
- 13.8 Appendix 7 - Consultation policy - neighbour notification
- 13.9 Appendix 8 - Consultation Policy – internal departments
- 13.10 Appendix 9 - Development Control Forum terms of reference

**Appendix 1**

**Draft Statement of Community Involvement (SCI)**

**Appendix 2****Nine tests of soundness**

<b>9 Tests of Soundness</b>	
<b>1</b>	The Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations
<b>2</b>	The Local Planning Authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy
<b>3</b>	The statement identifies in general terms which local community groups and other bodies will be consulted
<b>4</b>	The statement identifies how the community and other bodies can be involved in a timely and accessible manner
<b>5</b>	The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents
<b>6</b>	The resources are available to manage community involvement effectively
<b>7</b>	The statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents
<b>8</b>	The authority has sufficient mechanisms for reviewing the Statement of Community Involvement
<b>9</b>	The statement clearly describes the planning authority's policy for consultation on planning applications

## Appendix 3

## Scoping and pre-consultation activities

<b>Action</b>	<b>What Happened?</b>
<b>Creation of SCI information Booklet and questionnaire</b>	Wide distribution (statutory bodies, organisations, individual residents, schools, residents associations, community and voluntary groups, and businesses) of questionnaires and information booklets about planning and the SCI. For this we used existing databases and participated at local events and meetings in the Borough.
<b>Council website and local meetings</b>	SCI documents were available on the Council's website, and at neighbourhood meetings, areas assemblies, Borough libraries and reception areas at main Council offices.
<b>Local community events</b>	Participated in events such as Tottenham Carnival in June and the Residents Conference in July.
<b>Presentations to local groups</b>	Presentations given to older people's groups, disability groups and the Planning Stakeholders Forum (a user group). In an attempt to widen involvement and find out what their planning needs are.
<b>Schools and Colleges</b>	We wrote to schools with a view of getting children and young people involved in this process during formal consultation process and to develop a work programme for involving children and young people in planning.
<b>Working with other Council services</b>	An Officers Working Group was formed to help guide and the preparation of the SCI and ensure the process adhered to good practice for community involvement. We also gave presentations to and held informal discussions with other Council officers. We have worked particularly closely with the Corporate Consultation Team and Neighbourhood Management to find out what planning issues and barriers and challenges exist for local people in understanding and accessing the planning service. We will continue to work more closely to raise awareness about the SCI and planning at a local level.
<b>Councillors</b>	A members Steering Group was formed to steer the preparation of the SCI.  Letter sent to all Councillors informing them about the Council's intention to produce the SCI and the availability of the SCI information booklet and questionnaire.

## Appendix 4

### Public consultation strategy for the public consultation in November

<b>Public Consultation Strategy</b>			
<b>Attending community events</b>	<b>Working with children and young people</b>	<b>Community outreach</b>	<b>Promotion and publicity (from November)</b>
<ul style="list-style-type: none"> <li>○ Better Haringey Trail</li> <li>○ Other pre-organised local events</li> </ul>	<ul style="list-style-type: none"> <li>○ Working with schools and colleges. These include:               <ul style="list-style-type: none"> <li>- CoNEL</li> <li>- Fortismere Secondary</li> <li>- Gladsmore Primary</li> <li>- Bruce Castle Primary</li> <li>- Campsbourne Primary</li> <li>- Youth Council</li> <li>- Children's Centres</li> </ul> </li> </ul> <p>(for secondary schools and colleges, activities will also link with promoting planning as a career)</p>	<ul style="list-style-type: none"> <li>○ Wider distribution of SCI booklet at Customer service Centres</li> <li>○ Workshops with Neighbourhood management - Under One Sun Project (JUNP)</li> <li>○ Older People's Forum - Presentations and discussion</li> <li>○ Haringey Pensions Group - Presentation and discussion</li> <li>○ Mobility Forum AGM - Presentation/discussion</li> <li>○ Attending RSL forum</li> </ul>	<ul style="list-style-type: none"> <li>○ Poster and leaflets for public consultation</li> <li>○ Press articles and notices</li> <li>○ Public exhibitions and Shopping centres (Wood Green/Seven Sisters/ Muswell Hill/ Crouch End) and Tottenham Leisure Centre</li> <li>○ Green and Crouch End and</li> <li>○ Update website</li> <li>○ Update corporate consultation calendar</li> </ul>

## Appendix 5

## Proposed community involvement methods for relevant planning processes

<b>Community involvement methods</b>	<b>Relevant planning process</b>
<b>Information by letter (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
<b>Public Exhibitions/ Open Days/Road Shows</b>	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
<b>Council websites (the internal website (Hairnet) and the public website)</b>	Development Plan Documents SCI Supplementary Planning Documents All Planning Applications
<b>Council Magazines and Publications e.g. 'Haringey People', Tenants Participation, Home Zone.</b>	Development Plan Documents SCI Supplementary Planning Documents
<b>Leaflets, Newsletters (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
<b>Local press briefing and public notices</b>	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
<b>Consultative documents requesting public comments</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
<b>Public meetings with displays</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
<b>Workshops and seminars</b>	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
<b>Surveys/ Questionnaires (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents
<b>Focus groups and discussions</b>	Development Plan Documents SCI Supplementary Planning Documents

Community involvement methods	Relevant planning process
<b>User panels and representative groups (VS)</b> e.g. Design Panel, Conservation Area Advisory Committee (CAAC),	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications or Applications within Conservation Areas
<b>Participatory forums/Community forum</b> e.g. Development Control Forum, Stakeholders Forum, HSP Forums	Development Plan Documents SCI Major Applications
<b>Planning for Real (PFR)/ Workshops</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)

## Appendix 6

### Consultation policy - neighbour notification

#### General Household Developments

<b>Rear extension</b>	Both adjacent properties and 3 properties to rear
<b>Rear roof extension</b>	Both adjacent properties and 3 properties to rear
<b>Front roof extension</b>	Both adjacent properties and 3 properties opposite
<b>Material alterations to front elevation</b>	Both adjacent properties and 3 properties opposite
<b>Erection of domestic garage to front</b>	Both adjacent properties and 3 properties opposite
<b>Erection of boundary fencing</b>	Adjacent properties
<b>Crossovers</b>	Adjacent properties
<b>Erection of garden sheds, covered swimming pools and outbuildings</b>	Adjacent properties and all properties abutting the site

#### Residential Development

<b>Conversions</b>	<b>All conversions</b>	Application property and adjacent properties and 3 properties at the front and back
	<b>Conversions involving alterations to front elevation</b>	Adjacent properties and 3 properties opposite
	<b>Conversions involving rear alterations/ground floor extensions</b>	Adjacent properties and 3 properties at the rear
<b>New Build</b>	<b>All new build residential development sites</b>	Adjacent properties and 3 properties opposite and to rear of site
	<b>All major residential development (10+ units)</b>	10 adjacent properties on either side of site, 20 opposite and 20 rear

#### Major Commercial/Retail Development

<b>All major commercial/retail development</b>	10 adjacent properties on either side of the site, 20 opposite and 20 to the rear of the site
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#### Change of Use

<b>All change of use applications</b>	3 adjacent properties on either side of site, 6 opposite and 6 properties to the rear
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**Advertisements**

<b>All advertisements</b>	Residential properties affected
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**Conservation Areas and Listed Buildings**

<b>Applications in Conservation areas or applications for Listed Building Consent</b>	The appropriate CAAC, neighbours as per the description of development. Also notify English Heritage
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**Mobile Phone Mast Applications**

Mobile phone applications undergo wide consultation encompassing surrounding streets, especially in built up areas. We also include the nearest schools in the consultation. In addition to this, consultation on all mobile phone base station applications will extend to a 100m radius and operators will be asked to provide information on beam intensity and evidence of the need for a new mast. An annual meeting will be held by the Planning Service with the Mast Operators, to discuss their roll-out programme.

## Appendix 7

### Weekly planning list

Below is a list of interested parties receiving the weekly planning list of planning applications registered with the Council.

Haringey Council	Other
<ul style="list-style-type: none"> <li>• Housing Service</li> <li>• Neighbourhood Management</li> <li>• Building Control</li> <li>• Environmental Health</li> <li>• Economic Regeneration</li> <li>• Relevant Councillors</li> <li>• Education</li> <li>• Planning Policy</li> <li>• Recreation Services</li> <li>• Waste Management</li> <li>• Education</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Amenity groups</li> <li>• Relevant Residents Associations</li> <li>• Relevant Conservation Area Advisory Committee (CAAC)</li> <li>• Relevant Statutory Bodies</li> </ul>

### Statutory publicity – press adverts

Nature of development	Publicity required
Development where the application is accompanied by Environmental Statement	Advert in newspaper and site notice
Affecting public right of way	Advert in newspaper and site notice
Major Development	Advert in newspaper and site notice
Minor Development	Advert in newspaper and site notice
Development affecting the setting of a listed building	Advert in newspaper and site notice
Development affecting the character or appearance of a Conservation Area	Advert in newspaper and site notice
Permitted development requiring prior notification to local planning authority	Site notice by developer

**An advert will also be placed in Haringey People inviting individuals and groups to register their interest and details on the planning consultation database.**

## Appendix 8

### Consultation policy - internal departments

Planning Policy Team	
All proposals for a major development – 10+ units/1,000sqm	
Where granting permission would be contrary to a policy in the development plan	
Proposals to develop on designated open space	
Proposals for development for tall buildings (over 20m in height)	
Provision of day nursery or other day care facility	
Proposals affecting any local area regeneration initiative / action plan (i.e. NDC, neighbourhood, etc...)	

Design and Conservation	
All proposals for development (including demolition and advertisements) in a conservation area or in an area of special character	
All proposals for a major development – 10+ units/1,000sqm	
All applications for conservation area consent/listed building consent and on designated sites of industrial heritage interest	
Proposals for development for tall buildings (over 20m in height)	

**Note:** The conservation team requires a full set of plans with every referral. This will include any photographs, details of height of surrounding buildings, which the applicant is required to provide in all circumstances. This is to provide a contextual background. Drawings must be accurate and should show details of access points and loss of trees (if applicable)

Transportation	
Mini cab offices	
New retail development	
All change of use	
Employment generating uses	
Car repairs/workshops/garages/ car washes	
Conversion of dwellings into flats	
New access onto a highway/crossovers	
All proposals that require a traffic impact assessment and the submission of a travel plan. Threshold of 2,500sqm	
Major proposals – 10+ dwellings/1,000sqm (just notification)	
New residential developments without provision of car parking	

**Note:** Transport assessments and travel plans are requested on all applications over 2,500 sqm.

Environmental Health	
	A1 > A5
Noise & pollution	Extensions to A3, A4 and A5
Food & hygiene	Proposals involving HMO
	Hostels
	Car repair workshop/garages

<b>Environmental Health</b>	
	Car washes
	Launderettes
	Petrol filling stations
	Employment involving industrial processes
	Provision of day nursery or other day care facility
	Sites suspected to be contaminated
	Sites located close to an acknowledged noise source

<b>Legal</b>	
	All proposals for a major development – 10+ units/1,000sqm
Consultation consists of specific letter to legal department notifying them of 13 week deadline	Developments where it is proposed that a planning obligation under section 106 will be sought (consultation in such cases may not occur at the time of the submission but should take place before a decision is made requiring a section 106)
	Proposals for new residential developments without the provision of car parking

<b>Recreation Services (Arboriculture department)</b>
Development involving the loss of trees

<b>Education</b>
Major residential schemes 10+ units
Sites for travellers
Proposals adjoining school premises

<b>Parks Service</b>
Proposals to develop on designated open space
Proposals to develop within a park

<b>Housing</b>
All major housing developments 10+ units

<b>Building Control</b>
All proposals for a major development – 10+ units/1,000sqm

<b>Waste Management</b>
All proposals for a major development – 10+ units/1,000sqm

## Appendix 9

### Development Control Forum – terms of reference

Haringey's Development Control Forum has established to facilitate discussion of large-scale or contentious planning applications. The forum does not reach a decision about an application nor is it intended for a discussion on the merits of a planning application. The intention is for participants to raise issues of concern and have questions answered about a particular application. The aim is allow early discussion by Councillors and members of the public on planning issues related to these planning applications and to explore the scope for agreement between all parties in a positive and constructive way prior to a decision later decision-making process at the Planning Applications Sub-Committee meeting.

Forums occur approximately monthly before the Planning Applications Sub-Committee meetings. They do not remove the opportunity for objectors, supporters and applicants to address the Planning Applications-Sub-Committee when an application is to be determined or the holding of exhibitions or public meetings.

### What Applications does the Forum Consider?

A forum meeting will be held when either:

1. The Assistant Director of Planning, in consultation with the Chair of the Planning Applications Sub-Committee, considered that a forum would be beneficial in resolving issues on a particular planning application.;  
*In these circumstances consultees on the planning application will be advised in the letter they receive seeking views on the planning application.*

**OR**

2. When a petition requesting that the applicant be considered by a forum and signed by at least 25 signatories is submitted in response to consultation on large scale or contentious planning applications.  
*Petitions should be received no later than the 21 day consultation period on planning applications for a forum to be established and they must be signed by Haringey residents/businesses and include the address of those signing. They should be sent to the Assistant Director of Planning.*

Applications that may be considered by the forum include major applications and those of significant local interest. It is not possible to prescribe the exact type of proposals but they may include the following:

- Applications which involve more than 10 residential units or over 1,000sq m of floorspace;
- Those applicants which are a major departure from the Council's development plan;
- Those applications that involve high buildings 1e over 5 storeys.

Applications that will **not** be considered by the forum include:

- Minor applications to alter or extend houses;

- Applications to confirm whether a use of land or buildings needs planning permission (a 'lawful development certificate');
- Applications to put up advertisements;
- Petitions received outside the timescale set above;
- Amendments to applications or those which have already been the subject of a planning forum;
- Applications where there will be a recommendation for refusal

Where a petition is received but the application is not considered at a Development Control Forum, the petition is reported directly to the Planning Applications Sub-Committee and taken into account by Councillors in coming to a decision on the application.

### **Who are the meetings for?**

Meetings are aimed at all members of Planning Application Sub-Committee, to ward Councillors, local businesses and residents. Notification is either through the initial consultation letter inviting comments on the planning application or, if it results from a petition, a further letter is sent out giving details of the forum meeting.

### **Time and location**

Forum meetings are scheduled to occur monthly in the evening either at the Civic Centre or in a suitable venue elsewhere in the Borough. Forum meetings are only held if a suitable application has been identified. The venue and time is notified to all petitioners, members of the Planning Application Sub-Committee, ward Councillors and the originally notified of the application as well as the applicant.

A senior officer of the Planning & Environmental Services chairs the forum. The Council will consider widening who chairs the meetings to:

- A Senior Manager within the Planning Service; or
- An appropriate Council Member

They ensure all planning issues arising from the application are raised but there is no discussion of the merits of the application.



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# Draft Statement of Community Involvement in Planning

September 2006

Haringey Council



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## EXECUTIVE SUMMARY

This document is specifically about community involvement in planning matters: development-plan making and consideration of planning applications. The Council has prepared the Statement of Community Involvement (SCI) in response to major reforms to the planning system, introduced by the 2004 Planning and Compulsory Purchase Act. These changes require Councils to replace their Unitary Development Plan (UDP) with a Local Development Framework (LDF). This will gradually happen over a three year period. As a planning document the SCI forms part of the LDF. The SCI sets out how, when and at what stage the community can be involved in future planning proposals in the London Borough of Haringey.

The SCI is intended to help the Council ensure that community involvement and consultation is an integral part of planning activities. The Council will involve and consult local people in the development of the LDF right from the outset and will advise applicants of major or sensitive schemes to do the same before applying for planning permission, so as to avoid conflict and build consensus. The standards set out in the SCI will guide community involvement in planning matters, so the views of the communities in Haringey can make a difference.

We encourage those with a stake in the future of the Borough - residents, workers, employers and visitors, to get involved in planning processes. The more people that are involved the better we can work together and decide how best to plan for the future development of the Borough.

Below are the stages the SCI will go through before it can be adopted.

**Table 1: Process for Preparing the Statement of Community Involvement**

SCI Preparation Stages			
Stage	What Action	What Happens?	When?
<b>Stage 1</b>	Scoping - gathering evidence as part of pre-consultation activities	Gathering information and local intelligence to inform the draft SCI	November 2005 – September 2006
<b>Stage 2</b>	Publication and consultation on the draft SCI	Six week statutory and six week public consultation periods	September 2006 – January 2006
<b>Stage 3</b>	SCI amended and publication of the SCI for submission to Government Office for London	Six week statutory and six week public consultation periods	March – May 2007
<b>Stage 4</b>	Planning Inspector considers representations made on the submission SCI	This will also include an independent examination to test the 'soundness' of the document	June – November 2007
<b>Stage 5</b>	Inspector publishes report	Council amends SCI in light of inspector's recommendations	December 2008
<b>Stage 6</b>	Adoption of the Statement of Community Involvement by the Council	SCI becomes publicly available	March 2008

For further details contact the Planning Policy Team, Environmental Services, 639 High Road, Tottenham, London N17 8BD. Telephone: 020 8489 5223, or email: [LDF@haringey.gov.uk](mailto:LDF@haringey.gov.uk).

## **GLOSSARY OF TERMS**

### **Annual Monitoring Report (AMR)**

An annual report submitted to the Government in December of each year by local planning authorities. It assesses the implementation of the Local Development Scheme (LDS) and the extent to which policies in the Local Development Documents (LDD) are being achieved.

### **Development Plan Document (DPD)**

DPD are spatial planning documents which also form part of the Local Development Documents (LDD). DPD have development plan status and together with the Regional Spatial Strategy (London Plan) will form the development plan for the London Borough of Haringey. DPD are subject to independent examination and will be shown geographically on an adopted proposals map. Once adopted, development control decisions must be made in accordance with these documents unless material considerations indicate otherwise.

### **Local Development Document (LDD)**

The collective term for Development Plan Documents, Supplementary Planning Documents (does not form part of the statutory development plan) and other documents including the Statement of Community Involvement.

### **Local Development Framework (LDF)**

The LDF will contain a portfolio of LDD, which will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.

### **Local Development Scheme (LDS)**

The LDS sets out the programme/ timetable for preparing LDD. It must be agreed with the Government Office for London and be reviewed every year.

### **Planning & Compulsory Purchase Act 2004**

New national planning legislation from central government which introduces a new planning system. The new legislation updates elements of the 1990 Town & Country Planning Act and is aimed at improving the planning process and enhancing community involvement. Visit [www.dclg.gov.uk](http://www.dclg.gov.uk) to find out more.

### **Stakeholder**

Stakeholders are those who have an interest in the Borough or may be affected by local developments.

### **Statement of Community Involvement (SCI)**

The Council's policy for involving the community in the preparation, review and alteration of Local Development Documents (LDD) and planning applications. It includes who should be involved and the methods to be used.

### **Statutory Bodies**

These include appropriate 'Specific, Government and General' consultation bodies in accordance with Regulation 25 of the Town & Country Planning Act 2004 Regulations.

**Supplementary Planning Document (SPD)**

Provides supplementary information about the policies in Development Plan Documents (DPD). They do not form part of the development plan and are not subject to independent examination.

**Sustainability Appraisal (SA) (Integrated Strategic Environmental and Sustainability Appraisal)**

This is a systematic and continuous assessment of the social, environmental and economic effects of strategies and policies contained in development plan documents, which complies with the EU Directive.

**The Regulations for the Planning & Compulsory Purchase Act 2004**

Town and Country Planning (Local Development) (England) Regulations 2004 set out the public participation and consultation requirements for preparing and revising a Local Development Framework (LDF). Regulations 25, 26, 27 and 28 relate to informal and formal consultations for Stage 2 of Local Development Document (LDD) preparation. Regulation 29 relates to Stage 3 or Independent Examination of the Document. See Appendix 6 and 7.

## **I INTRODUCTION**

### **1.1 THE STATEMENT OF COMMUNITY INVOLVEMENT AND THE NEW PLANNING SYSTEM**

- 1.2 This document is specifically about community involvement in planning matters: development-plan making and consideration of planning applications. As a planning document, the Statement of Community Involvement (SCI) forms part of the Local Development Framework (LDF) and sets out how the community can be involved in future planning issues in the London Borough of Haringey. The SCI will enable the LDF and planning applications to be responsive to community needs and aspirations.
- 1.3 The Council has prepared this document in response to major reforms to the planning system, which replaces Unitary Development Plans (UDP) with LDF. This will gradually happen over a three year period; however some UDP polices may be 'saved' if they meet set criteria. The LDF is a collection of documents (Local Development Documents, Supplementary Planning Documents and other documents) and it will contain the Council's polices, strategies and guidance for development within the Borough and decisions on planning applications. Along with the London Plan<sup>1</sup>, it will become the statutory development plan for the area.
- 1.4 Further details about the LDF process are provided in Section 4. A glossary of terms is also provided at the front of this document.

### **1.5 WHY IS THE STATEMENT OF COMMUNITY INVOLVEMENT NEEDED?**

- 1.6 The SCI is needed to help the Council ensure that community involvement and consultation is an integral part of planning activities and that the community know when, how and for what reason community involvement is to happen. The Council will involve and consult local people in the development of the LDF right from the outset and will recommend to applicants of major schemes to do the same so as to avoid conflict and build consensus. The standards set out in the SCI, will guide community involvement in planning matters. So the views of the communities in Haringey can make a difference.

### **1.7 HOW WILL THE STATEMENT OF COMMUNITY INVOLVEMENT BE PRPEARED?**

- 1.8 Preparation of the SCI has to progress through a series of stages (detailed in Table 1) before it can be formally adopted. These are described in the Regulations and Planning Policy Statement 12. Before completing the draft SCI the Council undertook a range of community involvement activities to give local people and other stakeholders the opportunity to have an input into the content and shape of the document. For details of these activities see Appendix I. Those views and suggestions have also helped us to put together an up-to-date consultation database, which will be added to over time.

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<sup>1</sup> The Greater London Authority not Haringey Council is responsible for the preparation and review of The London Plan. It was first published in February 2004 and will be reviewed in late 2006 early 2007. The document sets the strategic priorities for London and each individual Borough and it is within this framework that the Local Development Framework operates. Information about community involvement and consultation in the London Plan process is available at [www.london.gov.uk](http://www.london.gov.uk).

**Table 1: Process for Preparing the Statement of Community Involvement (SCI)**

<b>SCI Preparation Stages</b>			
<b>Stage</b>	<b>What Action</b>	<b>What Happens?</b>	<b>When?</b>
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<b>Stage 6</b>	Adoption of the Statement of Community Involvement by the Council	SCI becomes publicly available	March 2008

## **1.9 MONITORING AND REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

In accordance with the Council's Local Development Scheme (LDS), the SCI will evaluate and review our involvement activities after three years. This will involve the local community and other stakeholders to ensure our monitoring processes reflect best practice. The Annual Monitoring Report (AMR) will also track how well the Council has achieved its standards for community involvement and the commitments set out in the document. Overall monitoring will allow suitable changes to be made to refine and improve the involvement methods set out. These methods are described in further detail in Appendix 2. At every stage of using a particular method we will refer back to the 'soundness' tests to ensure that the SCI is a 'fit for purpose' document. See Appendix 3 for details of the 'soundness' test.

## **1.10 WHAT HAPPENS NEXT?**

1.11 Now that the draft SCI has been prepared, the next stage will be to consider all the comments received as part of the consultation process and to amend the document where necessary. In 2007 a revised SCI will be submitted to the Government Office for London. At the same time, the document will go out to statutory and public consultation for a six week period respectively and comments can be made through the Council to the Planning Inspectorate. At the end of this stage a Planning Inspector will hold an independent examination into the SCI to assess whether the document is 'sound'. The Inspector will issue a report, which is binding upon the Council and any recommendations put forward

must be incorporated into the SCI before it can be adopted and published. The Council aims to adopt the SCI in March 2008.



## 2 HARINGEY'S VISION AND STANDARDS FOR COMMUNITY INVOLVEMENT

### 2.1 HARINGEY'S VISION FOR COMMUNITY INVOLVEMENT

2.2 **Haringey Community Strategy** - the vision for Haringey is contained in the Borough's Community Strategy (2003-2007) which sets out the priorities for the area over a four year period. The Strategy is prepared by the Haringey Strategic Partnership. The Strategy is currently under review. The Local Development Framework (LDF) will give a spatial interpretation to Haringey's new Sustainable Community Strategy, which is scheduled to be published in Spring 2007.

2.3 The vision for Haringey is to *'measurably improve the quality of life for the people of Haringey by tackling some of our biggest problems and making it a Borough we can all be proud of'*. Within this context, the involvement and participation of the local community and other stakeholders in the preparation of Haringey's LDF and processing of planning applications is essential to achieving this vision.

2.4 **Haringey Consultation Strategy: Guiding Principles** - as set out in the Haringey Consultation Strategy, the Council recognises the fundamental importance of undertaking effective community involvement and consultation to ensure that decisions are based on 'sound' reasoning, and these are transparent and accountable to the community. The Council defines consultation as *'a process of dialogue which leads to a decision'*, so it is the commitment of the Council to ensure that consultation:

- reaches more people;
- demonstrates to the community that their views are heard;
- avoids consultation fatigue; and
- avoids duplication of consultation issues.

2.5 *'Haringey Council is committed to improving communication channels between the Council and the local community'* (Haringey Council Consultation Strategy: Guiding Principles). Because the Council is committed to making it worthwhile for local people to get involved in services provision it has set out **eight guiding principles** for consultation. We will:

- do careful forward planning before starting a consultation exercise;
- be clear about the purpose of the consultation – what we are consulting about, who we are consulting, about what and what effect the findings will have on shaping policies and proposals;
- actively engage the whole community by using a variety of formats and mediums and be mindful of local avenues for accessing people, particularly within the voluntary sector;
- give enough time for people to be consulted;
- choose the right method for the type of stakeholders being consulted;
- provide feedback;
- monitor consultations; and
- co-ordinate consultation within the corporate framework.

- 2.6 The Planning Service will, when necessary, ensure officers are appropriately trained in these principles and attend courses focused on the delivery of effective community involvement and consultation. Where it is practicable, the Planning Service will also update the corporate consultation calendar with any community involvement and formal consultation activities it undertakes. We will also work with the Communications Team right from the outset to deliver a co-ordinated approach to how information is delivered to local people.
- 2.7 **Haringey COMPACT** - The Council will also take forward the principles and commitments of the Haringey COMPACT, which is an agreement between voluntary, community and statutory organisations on how they intend to engage and work together in partnership to make a positive difference to the services offered in Haringey. See Appendix 3 for details of the public sector's commitments in the COMPACT.
- 2.8 The community involvement and consultation activities undertaken in planning will reflect the Council's equal opportunities commitments and priorities, as set out in the Council's Equal Opportunities Policy, which is concerned with age, disability, gender, religion or belief and sexuality.
- 2.9 The Council has also taken into account the results of its 2005 Customer Satisfaction Survey. This assessed customer satisfaction with the Planning Service. Eighty-four percent of customers surveyed believed discussing planning applications with a planner was helpful, a 5% increase (79%) from the previous survey. Sixty-two percent felt they were given good advice and help, an increase of 6% (56%). The area people most wanted improved was communication - 25% suggested more consultation/communication.
- 2.10 The SCI will reflect the community involvement and consultation priorities identified in the aforementioned documents. In addition, we will work with structures that have developed in Haringey over recent years. Such as, Neighbourhood Management, Conservation Area Advisory Committees, Development Control Forums, Tenants Forums, Residents Associations and local projects. These initiatives have allowed more local people to get involved in planning and other Council services.

### **3 COMMUNITY INVOLVEMENT IN PLANNING MATTERS**

#### **3.1 WHY IS PLANNING IMPORTANT?**

3.2 Planning is about how land will be used for development such as the delivery of new homes, jobs, shops and roads. It is also about the change of use of buildings. Through planning we can preserve the best of what already exists and make sure that new buildings and uses are of a high standard and in the right place. Planning affects everyone, where you live, work, and how you spend your leisure time. Haringey Council is responsible for deciding whether a development - anything from a house extension to improvements to an existing town centre - should go ahead. Community involvement can help ensure that changes to our environment occur in a transparent and open way and is responsive to local knowledge and need. The SCI is focused on wider community involvement in two key areas:

- the development of planning policy; and
- planning applications.

#### **3.3 WHAT DO THE COMMUNITIES IN HARINGEY LOOK LIKE?**

- Haringey's population currently stands at 224,300 in an area of 29.06 square km. Haringey also accounts for 3% of the total London population.
- Approximately 45% of the population are white British, and nearly 55% of the population are from ethnic minority communities including Black African, Black African-Caribbean, Chinese, Greek-Cypriot, Turkish-Cypriot, Indian, Pakistani, Bangladeshi, Irish, Jewish and Kurdish communities. And approximately 10% of the population are refugees or asylum seekers.
- There are over 160 languages and dialects spoken in the Borough.
- The male to female ratio is 50:50
- A quarter of the population (55,000) are between the ages of 0 and 19; over half are between 20 and 49; and just over one-fifth are over 50.
- At 2004/05, 60.3% of the working-age population was in employment. At June 2006, 7.9 per cent of Haringey's economically active population (i.e. those working or actively seeking work) were claiming Job Seekers Allowance (JSA).
- Over 15% of the local population are estimated to have an illness that limits their daily activities or work.
- Approximately 18,800 people of working age in Haringey are disabled either by the Disability Discrimination Act definition or by work limiting. This represents 12.6% of the working age population (16-59/64) (Source: Annual Population Survey, January-December 2004).
- The 2001 Census found there to be 952 same-sex couples in Haringey, which is 0.6 per cent of all people over the age of 16 living in households.
- some 50% of residents do not have access to the internet.

3.4 Haringey's population is projected to grow by 2016 to 233,125. The population of children and young people is growing. There are 2,592 children aged four, but 3750 are not yet one. It is estimated that the number of children aged between 10-14 years will also increase between 2001 and 2016. Larger growth is being projected amongst adults between the ages of 35-69 from 2001-2016 as the population gets older.

### 3.5 WHAT DOES THIS MEAN FOR COMMUNITY INVOLVEMENT?

3.6 There is great diversity in Haringey and our community involvement activities will reflect this diversity and we will aim to provide equal access to all. We will pay special attention to the following:

3.7 **Language barriers** – the diversity of language in the Borough means that we will provide clear and appropriate translation and interpretation of Council documents on request. Contacts details are provided on the last page of this document if translation is required. More interactive community involvement activities will also be used such as visual displays and exhibitions.

**High levels of children and young people** – we will involve young people in decision-making on planning issues. This will require using more innovative and creative techniques as young people have not always been adequately involved in the past.

**Low internet access** – access to the internet is not available to everyone. The methods selected for community involvement will be a combination of online (e-planning) and offline facilities.

**Older people** – the Council will aim to involve older people more effectively in decision making by creating stronger links with older people's groups in the Borough. We will also use accessible venues and facilities and have documents available in accessible formats.

**Disabled people** - the Council will aim to involve people with disability and mobility issues more effectively in decision making by creating stronger links with disability and mobility groups in the Borough. We will also use accessible venues and facilities, and make documents available in accessible formats.

3.8 The Council recognises it can not persuade everyone to get involved, or be able to take on board every comment received. We also recognises that some individuals, groups and businesses may have a greater capacity to get involved in planning matters than others and so where appropriate we will support those that find it difficult to get involved with planning issues. We have sought to be realistic about the community involvement activities proposed (see Table 3 and 4); recognising that there are limits to our resources and time constraints.

### 3.9 AWARENESS RAISING

3.10 The Council will also undertake a programme of activities in the Borough to raise awareness of planning amongst local communities:

- minimum once a year open days and seminars on planning;
- exhibitions at local community events;
- a programme of activities with children and young people involving local schools, colleges and neighbourhood projects; and
- introductory sessions on planning with local projects/groups at the neighbourhood level.

### 3.11 WHO WILL WE INVOLVE AND CONSULT?

3.12 Haringey will seek the views of those who live work and spend their leisure time in the Borough. As well as those organisations whose activities affect life in the Borough such as adjoining land owners, the Police, Health Services and the Mayor of London. A list of the key stakeholders that the Council must involve and consult is detailed in Appendix 5. These stakeholders can be broken down into:

**Table 2: Consultation Bodies**

<b>Consultation bodies</b>	<b>Specific consultation bodies</b>	Statutory bodies such as adjoining Borough and government agencies.
	<b>Government departments</b>	Where necessary particular government departments will also be consulted.
	<b>General consultation bodies</b>	National and local community and voluntary groups, businesses and other stakeholders.

3.13 The following principles will help to ensure that the communities in Haringey are effectively involved:

**Table 3: Community Involvement Principles**

<b>Principle</b>	<b>Example of what this means for the community?</b>
<b>Early contact</b>	<p>This was one of the issues highlighted during the scoping stage. Haringey Council will involve stakeholders at the earliest stage, right from the outset of when plans are proposed.</p> <p>Developers of major development proposals will be advised to involve and consult with local communities early and in a meaningful way before applying for planning permission. The Council will recommend Planning for Real exercises or similar activities to be undertaken by developers and expect that these activities reflect good practice in line with the Council's consultation principles.</p>
<b>Access to information</b>	<p>All documents and notification letters for LDF documents and planning applications will be written clearly in plain English, with a full explanation of abbreviations. We will also use accessible formats such as Braille, audio tape, easy words and pictures, different languages (available on request) and electronic formats.</p> <p>With the LDF, where necessary a summary of large documents will be provided for ease of translation.</p> <p>Information on planning applications on the web will be user friendly and easy to navigate.</p> <p>Site notices will be made user friendly and particular attention will be paid to visibility and readability of the notices. For major applications a site notice will be displayed on all publicly accessible boundaries of the site. For all other applications a single site notice will be displayed in a prominent location on or near the site.</p> <p>We will also use Geographic Information Systems (GIS) more effectively as a tool for public consultation especially for LDF documents and Sustainability Appraisals (SA).</p>

<b>Appropriate methods</b>	Community involvement activities will be planned in a consistent way to ensure the methods used are the right ones in each case. The Council has also identified consultation tools that are appropriate for different processes as listed in Appendix 2.
<b>Reducing barriers</b>	<p>Haringey Council will be creative and innovative to involve all sections of the community in planning matters, particularly those that do not get involved in planning issues. Where appropriate, LDF documents will be made available in community venues such as libraries and on the Council's website. We will also undertake activities to raise awareness on planning issues with open days and seminars.</p> <p>The Council is also developing a LDF database. Those community groups who want to be consulted on major development site applications and planning policy documents can request their representatives to be added to the list indicating that alongside LDF documents they also wish to be consulted on major planning applications. How to get on to the database will be publicised via Haringey People magazine.</p>
<b>Collaboration</b>	The Council will work with other Council services for joined up consultation exercises, where practicable and to avoid consultation fatigue or duplication. This will help to ensure consistency and prudent use of resources.
<b>Feedback</b>	Feedback will be provided.
<b>Monitor and Review</b>	We aim to improve our community involvement practices through evaluating what we have done and how we can do better. We will invite the local community and other stakeholders to comment on how they have been involved.

3.14 The following methods that will be used for LDF documents and recommended to applicants of major or sensitive applications:

**Table 4: Community Involvement Methods**

<b>Community involvement methods</b>	<b>Relevant planning process</b>
<b>Information by letter (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
<b>Public Exhibitions/ Open Days/Road Shows</b>	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
<b>Council websites (the internal website (Hairnet) and the public website)</b>	Development Plan Documents SCI Supplementary Planning Documents All Planning Applications
<b>Council Magazines and Publications e.g. 'Haringey People', Tenants Participation, Home Zone.</b>	Development Plan Documents SCI Supplementary Planning Documents
<b>Leaflets, Newsletters (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)

<b>Community involvement methods</b>	<b>Relevant planning process</b>
<b>Local press briefing and public notices</b>	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
<b>Consultative documents requesting public comments</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
<b>Public meetings with displays</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
<b>Workshops and seminars</b>	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
<b>Surveys/ Questionnaires (available in different formats)</b>	Development Plan Documents SCI Supplementary Planning Documents
<b>Focus groups and discussions</b>	Development Plan Documents SCI Supplementary Planning Documents
<b>User panels and representative groups (VS) e.g. Design Panel, Conservation Area Advisory Committee (CAAC),</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications or Applications within Conservation Areas
<b>Participatory forums/Community forum e.g. Development Control Forum, Stakeholders Forum, HSP Forums</b>	Development Plan Documents SCI Major Applications
<b>Planning for Real (PFR)/ Workshops</b>	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)

3.15 The above principles and methods will help ensure that documents in the LDF and future planning applications produce higher quality, locally designed and well supported plans, policies and proposals. The Council also intends to exceed the minimum requirements for consultation and publicity as set out in the Regulations relating to the Planning & Compulsory Purchase Act 2004. This will help to increase:

- transparency in planning decision making processes; and
- community and other stakeholder participation in planning.

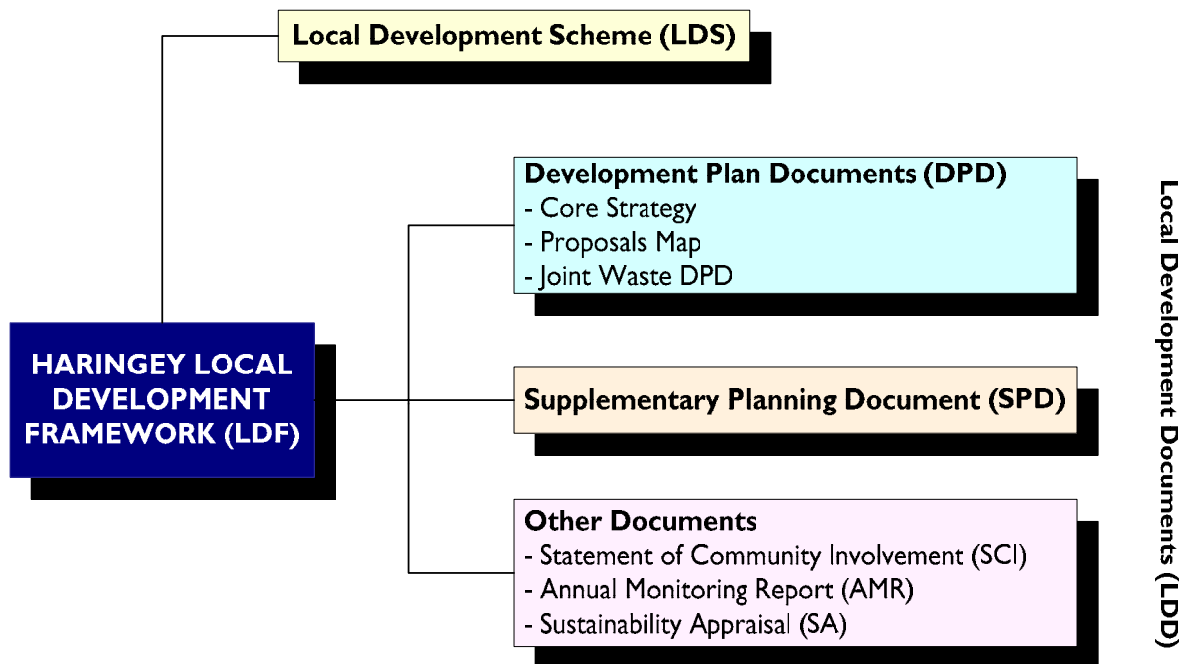
3.16 We will encourage applicants of major or sensitive applications to undertake early community involvement before the application is formally submitted. We will expect developers to employ a mixture of consultation tools listed above to achieve meaningful engagement with the communities likely to be affected by their proposals.

## 4 HARINGEY'S LOCAL DEVELOPMENT FRAMEWORK (LDF)

4.1 The next section will explain Haringey's LDF and how the different collection of documents fit together.

### 4.2 WHAT IS HARINGEY'S STATUTORY DEVELOPMENT PLAN?

4.3 Reforms to the planning system are embodied within the Government's *Planning and Compulsory Purchase Act 2004*. Below is a diagram of the key documents that will form part of Haringey's LDF.



4.4 The LDF will comprise a number of Local Development Documents (LDD). Some LDD are required by regulation to be Development Plan Documents (DPD) and these include, a Core Strategy, Proposals Map and Joint Waste Development Plan Document. Other documents in the LDF include the Statement of Community Involvement (SCI), Supplementary Planning Documents (SPD), Annual Monitoring Report (AMR) and Local Development Scheme (LDS). Below is a timetable describing each LDF document and when consultation will begin, further details are in the LDS on the Council website: [http://www.haringey.gov.uk/haringey\\_local\\_development\\_scheme\\_2006.pdf](http://www.haringey.gov.uk/haringey_local_development_scheme_2006.pdf). All documents in the LDF folder with the exception of the SCI, AMR and LDS will be accompanied by a series of supporting documents, which will include:

- a statement of general conformity with the London Plan;
- Strategic Environmental Assessment/Sustainability Appraisals
- where applicable, an explanation of how the document has been prepared in accordance with the SCI;
- a statement of all the representations received during the consultation period(s); and
- a list of relevant document associated with an LDD.



**Table 5: Haringey Council's Local Development Framework in Detail**

<b>Document</b>	<b>Description</b>	<b>Consultation Start Date</b>
<b>Core Strategy and Development Control Policies LDD - (Development Plan Document)</b>	This will outline the vision, overall approach and core policies guiding all future development and land use in the Borough. It will contain new development control policies and could include site allocations and site specific policies. It will also contain an updated Proposals Map.	September 2007
<b>Joint Waste DPD (Development Plan Document)</b>	This will identify the mix and location of waste facilities needed in the North London sub-region, and will also provide waste projections. Unitary authorities are required under the Planning and Compulsory Purchase Act 2004 to produce a Waste Development Plan Document for their area. This document will be produced with six other adjoining Boroughs that make up the North London Waste Authority area.	This is a future DPD and the timetable will appear in the revised LDS.
<b>Proposals Map LDD - (Development Plan Document)</b>	The Proposals Map will accompany DPD identifying where various policies and proposals apply. For relevant DPD the proposals map will be based on Ordnance Survey information.	The Proposals Map will be revised and updated as each new DPD is produced.
<b>Supplementary Planning Document</b>	This will supplement and support planning policies and proposals that require additional guidance. They will directly relate to specific policies in the 'saved' UDP and subsequent DPD. They can be thematic or spatial and in different formats, for example design guides and practical advice notes. They may relate to specific areas or policy issues. A number of these will be produced over the next three years.	Documents will be produced throughout the Local Development Framework process.
<b>Statement of Community Involvement (Local Development Document)</b>	This will set out how the Council will involve the community and other stakeholders in the preparation of LDD and in development control decisions.	November 2006
<b>Sustainability Appraisal</b>	To ensure that plan preparation is based on the principles of sustainable development, all DPD and SPD will be subject to a Sustainability Appraisal (SA). The SA will assess the environmental, economic and social impacts of each of these documents.	SA will form part of the preparation process of each DPD and SPD.

## 5 COMMUNITY INVOLVEMENT IN PLANNING POLICY DEVELOPMENT

### 5.1 WHO TO INVOLVE?

- 5.2 In the preparation of Development Plan Documents (DPD) and Supplementary Planning Documents (SPD) the Council will seek views from:
- the general public;
  - people and organisations on the planning policy database;
  - statutory consultees (see Appendix 5); and
  - representative community and voluntary organisations within the Borough (see Appendix 5).

Consulting on a DPD or SPD presents opportunities particularly during the scoping stage, to undertake outreach work to raise awareness of the document and to bring local people and other stakeholders on board, particularly those groups that do not respond to traditional consultation methods. This is particularly important as the production of documents is likely to stretch over a long period of time.

### 5.3 NOTIFICATION METHODS – HOW WE WILL KEEP YOU INFORMED

- 5.4 The following methods will be used to inform people of the different stages reached for producing DPD and SPD.

**Table 6: Notification Methods**

Notification Method	Comment
<b>Letters:</b> Informing interested parties on the Council's database in writing and email	Sent to consultees informing them of plan document and the stages reached.
<b>Updates on our website</b>	The Planning website will contain details of consultations on planning policy documents together with the relevant documentation.  The website also contains details of all planning applications received, including drawings. All are viewable to the public.
<b>Press notice</b>	Regulations stipulate that public notices must be made at particular stages of the development plan document process.
<b>Haringey People, Local newspaper adverts and articles</b>	Press notices and articles will be produced where appropriate.
<b>Presentations</b> to existing meetings including, Area Assemblies, Planning Stakeholders Forums, Haringey Local Strategic Partnership and groups at the neighbourhood level	Where appropriate additional presentations may be given.

## 5.5 COMMUNITY INVOLVEMENT METHODS

5.6 A wide selection of potential methods for community involvement during the preparation stages of DPD and SPD are set out in paragraph 3.13 and in further detail in Appendix 2. Selecting a particular method at any given stage will depend on some of the following considerations:

- the extent to which the document will contribute to the desired outcome;
- the topic under discussion;
- geographic coverage of the document;
- which particular stage of the planning process has been reached; or
- the need for specialist local knowledge.

5.7 The Regulations set out minimum requirements that the Council must undertake for consultation on documents. However, Haringey Council aims to go further to ensure effective and wider community involvement. The Council recognises that different methods for involvement may be more appropriate for different audiences so the most effective way to meet local need and requirements is to choose a range of approaches throughout the whole process. The Council also recognises that the planning system can be difficult to understand and this may prevent people from getting involved. We will provide information and produce documents that are concise and easy to read. We will also be clear right from the outset of all community involvement activities, about their scope and room for influence to avoid raising unrealistic expectations.

## 5.8 DEVELOPMENT PLAN-MAKING STAGES

5.9 The five stages of preparing a Development Plan Document (DPD) are set out below. The Council aims to involve the community and other stakeholders at each stage to ensure the documents are effective and reflect community priorities.

**Table 7: Development Plan Making Stages**

<b>Stage 1: Pre-Production (Evidence Gathering – Identifying Issues and Options)</b>	
<b>What happens?</b>	The Council seeks to find out what the issues are facing the Borough. These should be founded on a clear understanding of long-term economic, social and environmental needs of the area. Types of evidence gathering that the Council will undertake include: commissioning studies, surveys, and undertaking background research into population forecasts. The Council produces a Scoping Report for the Sustainability Appraisal (SA) which will accompany a DPD and it will begin to identify issues and options for the DPD. The Council consults with stakeholders to identify key issues and options for DPD and informally consults on the SA Scoping Report.
<b>How Long?</b>	No formal period of consultation. The Council will informally consult with various strategic and statutory consultees and other appropriate local stakeholders to identify priorities and aspirations to inform the preparation of the policy document.
<b>Stage 2: Production (Preparing Issues, Alternative Options and Preferred Options Documents)</b>	
<b>What happens?</b>	The Council will then incorporate views expressed in the previous stage and the findings of the SA into the production of its 'Issues and Alternative Options' document. This will set out the key issues that need to be addressed and the options

	and alternative options for dealing with them. It will be detailed, yet concise, providing where necessary maps, diagrams, and illustrations.
<b>Documents available</b>	The Council will publish the document, and make it available at the Council's planning office, the main libraries in the Borough and the Council website.
<b>How long?</b>	<p>The Council will formally consult on this document for six weeks with the community and statutory bodies to check that suggested options are practical and realistic. The Council will also include a commentary on the SA of options.</p> <p>Any other supporting information, such as technical studies, background studies and the results of previous material, will also be made available to help people understand what they are being asked to comment upon. This will enable people to understand the Council's position and any actions taken.</p>
<b>Final version - Preferred Options</b>	<p>Before producing a final version of the DPD we will consider all responses. The Council will also produce a summary report outlining any representations received during the formal consultation period and the Council's response. This will enable a clear link to be made between responses and Council decisions or actions. This summary of representations will also be available for inspection at the planning office.</p> <p>The final version of the DPD will be prepared – called the submission document – containing the Preferred Options for the DPD and a formal SA report. The SA sets out the environmental impacts of the Preferred Options in the DPD. The Council will submit the Preferred Options Report, SA and Consultation Statement to the Secretary of State and publish for formal consultation for six weeks. Any representations made during the formal consultation period will be sent to and considered by the Secretary of State (through a Planning Inspector), published and then be made available in the same way.</p>

### Stage 3: Independent Examination

<b>What happens?</b>	The Secretary of State will appoint a Planning Inspector to examine the document, consider any representations received and assess whether the submission DPD is effective and realistic. Anyone has the right to appear in person at the examination. The Inspector will then write a report to the Council setting out how the DPD must be changed (if at all).
<b>Documents available</b>	The Inspector's report will be binding and made available for public inspection. It is the Council's intention to meet all the minimum requirements for consultation as set out in the Regulations.

### Stage 4: Adoption

<b>What happens?</b>	Following the Inspector's report, the Council will incorporate all the recommendations.
<b>Documents available</b>	The Council will adopt and publish the document together with its SA. This will be advertised and made available locally at the Council's planning office and the Council's website <a href="http://www.haringey.gov.uk">www.haringey.gov.uk</a> . The document will be reviewed formally every three years or as appropriate, this will decide if parts need changing to keep it up to date. Further details are given in the LDS. The Annual Monitoring Report will also monitor how effective policies are in meeting the overall vision and objectives for the LDF.

5.10 Also see Appendix 6 for a breakdown of the community involvement and consultation stages for DPD.

## 5.11 SUPPLEMENTARY PLANNING DOCUMENT STAGES

5.12 There are three stages in the preparation of Supplementary Planning Documents (SPD) and these are set out below. The Council aims to involve the community and other stakeholders at each stage.

**Table 8: Supplementary Planning Document Stages**

<b>Stage 1: Pre-Production (Evidence Gathering)</b>	
<b>What happens?</b>	Local Authorities are not required to prepare an issues/ options document. However, the Council may seek input from particular bodies on the issue, topic or area under consideration when preparing a SPD.
<b>Documents available</b>	If any pre-production discussions are undertaken associated documents will be made available at the Council's planning office and on the website.
<b>How Long?</b>	This stage may not have a fixed time limit, depending on the nature of the document.
<b>Stage 2: Production (Preparing Documents)</b>	
<b>What happens?</b>	The Council will prepare and publish a draft SPD, accompanied by a Sustainability Appraisal.
<b>Documents available</b>	The Council will publish these documents, and make them available at the Council's planning office and the main libraries in the Borough and the Council website.
<b>How long?</b>	The Council will formally consult for six weeks.
<b>Then what?</b>	A summary report will be produced outlining any representations received during these formal consultation periods and the Council's response.
<b>Stage 3: Adoption</b>	
<b>What happens?</b>	The Council will consider representations made to the draft SPD, make any changes as a result, and then adopt it.
<b>Documents available</b>	Copies will be made available at the planning office and on the Council website.
<b>How long?</b>	There is no consultation at this stage.

5.13 For further details on the community involvement and consultation stages, see Appendix 7.

## 5.14 FEEDBACK

5.15 The Council will provide feedback on formal consultation exercises for LDF documents. At the end of the statutory consultation period letters/emails of acknowledgement will be sent to respondents. This will include a summary of how the information will be used and the next steps in the process. Paragraph 5.4 describes further how the Council will keep the community and stakeholders informed of progress on its LDF. This includes, updates on our website, presentations, features in local newspapers and Council publications.

5.16 The Council recognises that it is not possible for everyone to support policies and emerging proposals in the LDF. Neither is it possible for the Council to accept all views. Some issues cannot be influenced as they may be national or regional policies that the Council's LDF must incorporate and keep to. Comments received from local people and other

stakeholders will be used to inform a document along side government and regional guidance and policies and our evidence base derived from our scoping activities.

### **5.17 EFFECTIVENESS AND MONITORING**

5.18 After a LDD has been completed, the Council will were appropriate evaluate individual consultation methods. We will use feedback forms to assist us in assessing our approach and this may include asking people to rate the consultation methods and suggest ways for improving their use. Below is a checklist against which methods will be assessed:

- Did it provide information needed from the Council?
- Did it provide sufficient opportunity for people to get involved?
- Did it widen involvement?
- Did it allow people to contribute their views and ideas?

5.19 This evaluation will allow us to refine our approach to community involvement, making any necessary adjustments to ensure that future activities are effective.

## 6 COMMUNITY INVOLVEMENT - PLANNING APPLICATION STAGES

- 6.1 This section sets out the planning application process. Applications arise when permission is sought by someone (an individual, groups, businesses, public authority) to use or develop land. Haringey Council is responsible for deciding whether planning permission should be granted or refused after considering the policies in the LDF, strategic priorities and representations from the local community.
- 6.2 The standard applications the Council considers are as follows and this must be undertaken within a prescribed period:

**Table 9: Types of Planning Applications**

Application type	Description	Target Timescale
<b>Major</b>	Residential developments (whether by conversion or new build), involving the creation of 10 or more units, or where the number of units is not known, those with a site area of 0.5 hectares or more; or other (non-residential) developments with a floorspace of 1000m <sup>2</sup> or more or with a site area of 1 hectare or more.	13 weeks
<b>Minor</b>	Residential developments below 10 units and non – residential developments with a floorspace below 1000m <sup>2</sup> .	8 weeks
<b>Householder</b>	Those within the curtilage of a residential property which requires an application for planning permission and is not a change of use. These include extensions, alterations, garages, swimming pools, walls, fences, vehicular accesses, porches and satellite dishes. Excluded from householder developments are applications to change the number of dwellings within an existing building and applications for the erection of a separate dwelling.	8 weeks

### 6.3 THE APPLICATION PROCESS

- 6.4 The nature of the application will decide who will be consulted. See Appendix 9 (consultation policy - neighbours) as a guideline for who we will consult on particular applications.
- 6.5 Applicants of major schemes are advised to undertake early community involvement before submitting an application to the Council. It is the responsibility of the applicant to conduct pre-application community involvement. With applications submitted to the Council, interested people will have the opportunity to know what proposals are in their area, be consulted on them and find out about decisions. The comments received during the application stage will help to inform how the application is determined, alongside national, regional and local planning policies. The Council recognises that with such an inclusive approach to the planning process it will not always be possible to satisfy everyone and achieve consensus all of the time.
- 6.6 The following table outline the consultation process for planning applications.

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
<b>PRE-APPLICATION DISCUSSION</b>	<p><b>Comments by the Design Panel<sup>3</sup></b></p>	<p>Pre-application discussions are available to applicants and are intended to provide specific planning advice concerning the development of a particular site and provide greater clarity to the applicant by identifying planning issues and requirements before the application is submitted. For applicants an appointment can be made with a planning officer for advice on the content of the application and on the relevant planning policies and procedures.</p> <p>Applicants are advised to come to a discussion meeting with adequate information in the form of site plans and photographs in order to be able to describe in reasonable detail the context surrounding the proposal.</p> <p>For major schemes relevant teams within the Planning Service (Design and Conservation, Strategic Sites, Transport and the relevant policy officer from Planning Policy) should have input into discussions. The Planning Service also operates a general advice service between 08:45 am and 17:00 pm Monday – Friday at the planning office, where customers can meet with a Planning Customer Care Officer without an appointment.</p> <p>Where appropriate, the following applications will be considered by the Design Panel:</p> <ul style="list-style-type: none"> <li>○ <b>residential:</b> at least 10 new residential units or residential sites of 0.5 hectares or more;</li> <li>○ <b>non –residential:</b> 1,000 sq. m and over gross floorspace /or sites of over 1 hectare;</li> <li>○ sensitive proposals such as a development adjacent to public open space or listed buildings; and</li> <li>○ occasionally, other applications which officers feel will benefit from the expert design advice, could be brought to the Panel’s attention with the Chair’s agreement</li> </ul>
<b>PRE -APPLICATION COMMUNITY INVOLVEMENT AND ON MAJOR SCHEMES</b>	<b>Letters, News Paper Advert (public notice), Leaflets, Public Meetings, Exhibitions,</b>	It is the responsibility of applicants of major schemes to undertake early community involvement before applying for planning permission and although there is no statutory requirement for applicants to do so, the Council will recommend that this is undertaken. For developers of major schemes, the developer will be directed where appropriate, to the Council’s Community Contacts database/Community Portal as a way of identifying suitable community groups to contact. Such applicants will also be directed to the Council’s consultation guidelines and standards for developers of major schemes, which will be made available on the Council website. The Corporate Consultation Team will also be able to provide advice about community groups and

<sup>3</sup> The function of a design panel is to give independent urban design advice on key development applications. The Panel does not have decision-making powers; rather it has an advisory role. The Panel meets to look at pre-application submissions only.



**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
	<p><b>Displays, Workshops, focus Groups, Planning for Real, seminars)</b></p>	<p>the resident population of the borough. Council services, including neighbourhood managers for the relevant area, will also be available to comment on the list of consultees produced by developers. This approach will help to inform applicants of key organisations and groups in the Borough that ought to be involved and which will help them to consult with residents prior to the application being submitted to the Council. The Council will recommend the use of community involvement methods set out in paragraph Table 4 and Appendix 2. We also recommend that applicants follow the procedure below:</p> <ul style="list-style-type: none"> <li>(a) As early as possible, and where appropriate, applicants should discuss their community involvement programme together with the Council. This will help make sure that the involvement process is suitable, identifies relevant consultees and is in line with the Statement of Community Involvement (SCI). It is the responsibility of applicants to design and plan their own community involvement strategy as they think fit, but mindful of the standards set out in the SCI.</li> <li>(b) Whilst applicants carry out the community involvement activity, Council officer's will recommend suitable community involvement methods.</li> <li>(c) After the community involvement activities have been undertaken and as part of the application process applicants should submit a Consultation Statement (CS) with the planning application. This should summarise the type of consultation that was organised, the key issues raised and details of how the scheme addressed those issues.</li> </ul> <p>There are many benefits associated with pre-application community involvement. It provides the local community and other stakeholders with the opportunity to let applicants know what they think, raise any issues or concerns directly with the applicant and possibly negotiate changes by having the possibility to influence proposals right from the outset. Applicants too can benefit from local advice and intelligence so that what is proposed is the right development, in the right place, at the time.</p>

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
<b>APPLICATION SUBMITTED</b>		<p>When a planning application (major, minor householder) is submitted to the Council the details of the application will be entered on to the Statutory Register of Applications. This is available for inspection at the Planning Service.</p> <p>As appropriate, applicants of major schemes should also include the relevant documentation needed to assess the application such as existing and proposed drawings, site plan, Design Statement, Travel/Transport Statement and /or Plan, Design and Access, Statement and Energy Statement.</p> <p>Applicants of major schemes should also provide a Consultation Statement of any pre-application consultation undertaken and how they have taken account of the comments made by the community, and how the comments have helped shape the application.</p> <p>A detailed checklist (validation procedure) of the documentation applicants and agents are expected to provide with their application will be available on the Council website. The website will also have details of how we consult and the planning process.</p>
<b>ADVERTISING &amp; CONSULTATION</b>	<b>Site Notice</b>	<p>A site notice will be made more visible and clearly displayed if the application is a major scheme, falls within a Conservation Area, or if it is a departure from the development plan. For major developments there is a legal requirement to display a site notice on all publicly accessible boundaries of the site. For all other applications a site notice will be displayed in prominent locations on or near the site. The notices stay up for a 21 day consultation period.</p>
	<b>Direct Neighbour Notification Letters</b>	<p>Three basic letters are sent:</p> <ul style="list-style-type: none"> <li>○ notification of consultation on major, minor and householder applications; and</li> <li>○ those for applications that will go to a Development Control Forum.</li> </ul> <p>The Council will where necessary exceed the minimum requirement for consultation on applications (see Appendix 8). For details of which neighbours will be notified about a particular application see Appendix 9. The Council will notify by letter:</p> <ul style="list-style-type: none"> <li>○ all adjoining properties; and</li> <li>○ additional nearby properties if they are likely to be directly affected by the proposed development.</li> </ul> <p>The notification letters to neighbours:</p>

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
	<p><b>Website</b></p> <p><b>Interactive Maps</b></p>	<ul style="list-style-type: none"> <li>○ summarises the nature of the application;</li> <li>○ gives the name of the case officer; and</li> <li>○ gives a 21 day response deadline from the date of receipt.</li> </ul> <p>All consultation letters have guidance on the reverse giving advice on how to put your views forward to the Council.</p> <p>The Council's website provides information about all planning applications submitted to the Council and a separate list of the decisions given on those applications. Both lists are updated weekly. This online planning database allows you to:</p> <ul style="list-style-type: none"> <li>○ Access planning applications, current or past</li> <li>○ View drawings, photographs and documents accompanying a planning application online</li> <li>○ Comment on applications online</li> <li>○ View the decision notice</li> <li>○ View the officer report for each decided application in full (including reasons for approval or refusal)</li> <li>○ View decision notices, which include any attached conditions or reasons for refusal</li> <li>○ View appeal decisions</li> </ul> <p>The website also contains information about planning briefs for specific sites, and advice about how to find out more about planning proposals in the Borough.</p> <p>The Council's interactive Borough maps illustrate graphically where in the Borough particular applications have been submitted and the decision taken.</p>
	<b>Weekly Press and News paper Adverts</b>	A weekly press list of applications registered with the Council will also be forwarded to interested parties. The Council also places adverts in local newspapers on particular applications that are submitted. See Appendix 10 for details of the weekly press list and for guidance on the statutory publicity procedure.
	<b>Statutory Consultees</b>	The Council will consult with any statutory body required in accordance with any Act or Regulation.

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
	<b>Adjoining Borough</b>	Adjoining Borough Councils will be notified if the site is near a Borough boundary and is likely to affect the neighbouring Borough.
	<b>Internal Council departments</b>	See Appendix 11 for details of which internal Council departments will be consulted on a particular application.
<b>CONSERVATION AREA ADVISORY COMMITTEES &amp; AMENITY GROUPS</b>	<b>Conservation Area Advisory Committees (CAAC)</b>  <b>Amenity Groups</b>	<p>The Planning Service will send copies of planning applications requesting listed building consent, and conservation area consent to the Borough's Conservation Area Advisory Committees. The CAAC provide comments on those applications to Development Control and these are considered by the planning case officer in the assessment of the application.</p> <p>The Council already maintains a list of contact details for amenity and residents groups, and will arrange to notify them of applications in their area of interest. They can also view the weekly list of applications as well as check the application drawings via the web, and make representations to Development Control, which are likewise considered by the planning case officer during the assessment process.</p>
<b>DEVELOPMENT CONTROL FORUM</b>		<p>The Council organises a Development Control Forum which brings together developers, local community groups, residents, Councillors and officers to discuss major, controversial and sensitive applications. This is an opportunity to discuss these applications at the application stage before they are determined; however the Council encourages pre-application discussion and community involvement on major schemes before they get as far as the Development Control Forum stage.</p> <p>The Development Control Forums have been a successful innovation to the Council's consultation activities. Because of this and as part the Council's review of the Forum we will consider widening who will chair the meetings to:</p> <ul style="list-style-type: none"> <li>○ a Senior Manager within the Planning Service; or</li> <li>○ an appropriate Council Member</li> </ul> <p>More details of the Development Control Forum is given in the Council's summary document titled <i>The Development Control Forum – an aid to reaching decisions on large or difficult planning applications</i>.</p>
<b>REPRESENTATIONS</b>		Representations must be made in writing:

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
		<ul style="list-style-type: none"> <li>○ by letter or fax to the Council;</li> <li>○ by sending an email to the Council; or</li> <li>○ on-line using the appropriate form.</li> </ul>
<b>RE-CONSULTATION</b>		<p>There is no legal requirement to re-consult neighbours where changes are made to an application. In many cases changes are made to meet objections. The Council may in some cases re-consult based on the following issues:</p> <ul style="list-style-type: none"> <li>○ Were the earlier objections substantial?</li> <li>○ Are the changes significant?</li> <li>○ Did the earlier views cover the matters now under consideration?</li> <li>○ Do the changes mean others not previously consulted might now be concerned?</li> </ul> <p>The period for re-consultation responses may be shorter than the initial 21 days.</p>
<b>NEGOTIATIONS WITH THE APPLICANT</b>		<p>The Council will negotiate with the applicant as appropriate so that a scheme is more acceptable in planning terms. This stage will have regard to the representations received, the Local Development Framework and any other material considerations. The negotiation may take place where the planning application is to be recommended for refusal.</p>
<b>MAKING A DECISION – PLANNING APPLICATIONS SUB-COMMITTEE (PASC)</b>		<p>The Planning Applications-Sub Committee meetings are held regularly throughout the year so that the committee can decide whether to grant or refuse planning permission. The committee's objective by consulting local interested parties is to ensure that developments granted planning permission help to improve the local area.</p> <p>During the committee meeting Members consider:</p> <ul style="list-style-type: none"> <li>○ Planning application reports, which they receive at least three days beforehand.</li> <li>○ Planning officers' report describing relevant characteristics of the sites.</li> <li>○ Maps.</li> <li>○ Drawing of the proposed scheme.</li> <li>○ Photographs of sites.</li> <li>○ Representations from those who have made arrangements to speak.</li> </ul> <p>Further details on how to attend a PASC meeting is in Haringey Council's Presenting Your Views at a Planning Applications Sub-Committee Guidelines, which is available from the planning office.</p>

**Table 10: Planning Application Process**

STAGE	METHOD	HOW THE COUNCIL WILL CONSULT YOU
<b>MAKING A DECISION – DELEGATED POWERS</b>		Where a decision is not required to be made by the Planning Applications Sub-Committee, delegated powers have been granted to Senior Planning Officers to determine applications.
<b>DECISION FEEDBACK</b>		<p>Everyone who makes a comment on a planning application will be given feedback on:</p> <ul style="list-style-type: none"> <li>○ the committee date for considering the application where decisions are to be made by the Planning Applications Sub-Committee (applicants will also be informed); and</li> <li>○ the decision made on the application and the reasons for approval where planning permission has been granted, as well as the applicant. The Council will also tell people where the full text of the officer report and decision notice can be seen. The decisions list is also available on the Planning website.</li> </ul> <p>Where an application has been refused, information of the right to appeal will also be provided to applicants.</p> <p>If a planning application decision was made by the Councils Planning Applications Sub-Committee, the minutes of the meeting will be available to be viewed on the Council's website and at the planning office.</p> <p>All responses received for an application during the formal consultation stage will be taken into account when a decision is made, provided they relate to land use planning matters. These responses will be considered alongside planning policies in the development plan and other information. All comments on an application, or an appeal, are placed on the case file and may be seen by applicants and any other interested party.</p> <p><b>Major Schemes</b></p> <p>If during the pre-application stage an applicant of a major scheme has involved and consulted with the community in a manner the Council disagrees with we can not refuse to consider a valid planning application. However, if an applicant fails to involve and consult the community on a major scheme this could give rise to objections being made, which could be taken into account when determining the proposal. The aim of the process is to encourage a comprehensive discussion between local stakeholders and the applicant before a formal application is submitted to try to overcome objections at a later stage and enable communities to have a real influence over proposals before they are finalised.</p>

**Table 10: Planning Application Process**

<b>STAGE</b>	<b>METHOD</b>	<b>HOW THE COUNCIL WILL CONSULT YOU</b>
<b>APPEAL</b>		Information about planning appeals logged and decided will be available on the Council's website and at the planning office Those who made representations on a refused application will be advised in writing that an appeal has been logged, how they can participate, the time, date and place of the hearing.

## **6.6 MOBILE PHONE MAST APPLICATIONS**

6.7 Mobile phone applications undergo wide consultation encompassing surrounding streets, especially in built up areas. We also include the nearest schools in the consultation. In addition to this, consultation on all mobile phone base station applications will extend to a 100m radius and operators will be asked to provide information on beam intensity and evidence of the need for a new mast. An annual meeting will be held by the Planning Service with the Mast Operators, to discuss their roll-out programme.

## **6.8 NO REQUIREMENT TO CONSULT**

6.9 The Council is not required to consult on the following types of applications, unless the option of the case officer is that consultation may be useful in revealing local knowledge to help determine the proposal.

- Certificate of Lawfulness of Proposed Use
- Certificate of Lawfulness of Existing Use
- Internal alterations only to a Listed Building (Grade II only)
- Control of Advertisements
- Approval of details



## **7 RESOURCES AND SKILLS**

### **7.1 RESOURCES**

7.2 In-house resources have been made available by the Council for involving and consulting on its LDF. This includes staff and support for the plan making process. Involvement activities outlined in the Statement of Community Involvement will also be funded by these resources. Officers will work with communities and residents on improving their understanding of and involvement in planning. Although Planning Officers will primarily be responsible for producing the LDF, we will work with officers from other Council services that will be able to provide support and advice where appropriate during the process.

### **7.3 SKILLS FOR CONSULTATION**

7.4 Community involvement and consultation can be a costly and resource intensive activity but it is an integral part of the work of the Planning Service. As such, specialists will also be employed on specific community involvement activities where there is a lack of in house expertise or capacity. The Council will ensure that the approach of any specialist agency is in accordance with the standards laid down in the SCI. The vibrant voluntary sector and a vast number of community groups in the Borough may also have resources that the Council may be able to tap into in relation to community involvement in the LDF.

### **7.5 'DOVE-TAILING AND PIGGY BACKING'**

7.6 So that resources are used prudently, we will try to work with other services in the Council to undertake consultation activities by 'dove-tailing' or 'piggy backing' their consultation activities. The Corporate Consultation list, which contains over 800 names and address of community and voluntary sector groups in the borough, will also be used where appropriate for community involvement and consultation activities. Joint working will help to avoid consultation fatigue and a repetition of work already undertaken. The Council recognises that in some circumstances joint working may not be advisable if it is considered that it may adversely affect the effectiveness of involvement in the LDF.

### **7.7 ROLE OF COUNCILLORS**

7.8 Some Councillors are already involved in the review of planning documents. As part of the LDF process, the Council will also work closely with the Borough's Councillors as they have special knowledge of their communities and understanding of their concerns and aspirations.

**APPENDIX I****Key sets of work undertaken during the scoping/pre-consultation stage of the SCI**

<b>Action</b>	<b>What Happened?</b>
<b>Creation of SCI information Booklet and questionnaire</b>	Wide distribution (statutory bodies, organisations, individual residents, schools, residents associations, community and voluntary groups, and businesses) of questionnaires and information booklets about planning and the SCI. For this we used existing databases and participated at local events and meetings in the borough.
<b>Council website and local meetings</b>	SCI documents were available on the council's website, and at neighbourhood meetings, areas assemblies, borough libraries and reception areas at main council offices.
<b>Local community events</b>	Participated in events such as Tottenham Carnival in June and the Residents Conference in July.
<b>Presentations to local groups</b>	Presentations given to older people's groups, disability groups and the Planning Stakeholders Forum (a user group). In an attempt to widen involvement and find out what their planning needs are.
<b>Schools and Colleges</b>	We wrote to schools with a view of getting children and young people involved in this process during formal consultation process and to develop a work programme for involving children and young people in planning.
<b>Working with other Council services</b>	An Officers Working Group was formed to help guide and the preparation of the SCI and ensure the process adhered to good practice for community involvement. We also gave presentations to and held informal discussions with other Council officers. We have worked particularly closely with the Corporate Consultation Team and Neighbourhood Management to find out what planning issues and barriers and challenges exist for local people in understanding and accessing the planning service. We will continue to work more closely to raise awareness about the SCI and planning at a local level.
<b>Councillors</b>	A Members Steering Group was formed to steer the preparation of the SCI.  Letter sent to all Councillors informing them about the Council's intention to produce the SCI and the availability of the SCI information booklet and questionnaire.

**APPENDIX 2****Potential methods for community involvement**

<b>Procedure</b>	<b>Advantages</b>	<b>Disadvantages</b>	<b>Costs involved</b>
<b>Letters to statutory bodies and individuals (available in different formats on request)</b>	Can reach a wide audience of people as it is relatively inexpensive. Can be used to invite views and explain the Council's view and rationale for a certain position.	May not reach those with reading difficulties.	Inexpensive
<b>Public Exhibitions/ Open Days/Road Shows</b>	Opportunity to inform people about proposals and projects. Options can be clearly set out and presented all at once. Exhibitions can be moved between locations for maximum targeting. Can be used to generate feedback on a topic.	May only reach audience with interest in the topic. Information flow is largely one-way, though feedback can be requested (e.g. book to record comments, self-administered questionnaires).	Inexpensive - cost of hiring the venue, and staff time setting up the exhibition.
<b>Council websites (the internal website (Hairnet) and the public website)</b>	Economical. Easy means of referring people to information in a short period of time.	Extent of internet access in the borough will be an issue.	Negligible
<b>Council Magazines and Publications e.g. 'Haringey People', Tenants Participation, Home Zone.</b>	Reaches a wide range of residents and is economical. Useful when needing to broadcast information and give people an opportunity to respond.	Extent of readership may be limited. May not reach non-residents of the borough.	Inexpensive or negligible
<b>Leaflets, Newsletters (available in different formats on request)</b>	Coverage is potentially wide, reaching residents and non-residents. Can be used to invite views. Can be high profile publicity.	Can generally give limited information. May deliver a poor response. Information flow is largely one-way, although can inspire debate amongst residents. May not reach those with reading difficulties.	Inexpensive, but requires skilled handling.
<b>Local press briefing and public notices</b>	Information can be provided in some detail. Economical	Not definite that a story will get in the press. May not reach those with reading difficulties.	Moderate
<b>Consultative documents requesting public comments</b>	Clear statement of purpose and reasoning should be apparent. Anyone can respond. Amenable to process on the web.	Relies on initiative of responders. Responses not likely to be representative of all opinion/interests. Can be hijacked by dominant and more resourceful individuals and organisations. May not	Moderate/expensive - costs of publishing the documentation and administering the distribution and feedback process. Costs reduced if the process is done on the web.

Procedure	Advantages	Disadvantages	Costs involved
		reach those with reading difficulties.	
<b>Public meetings with displays</b>	Combines the advantages of exhibitions with more informed discussion and opportunity to comment. Involves, informs and empowers the local community. Can involve different language groups using interpreters.	Relies on those who attend to comment, and hence can sometimes be unrepresentative. May only attract those with negative views. Many do not feel able to participate, as can be hijacked by more dominant and resourceful individuals. Size is limited by venue	Moderate
<b>Workshops and seminars</b>	Opportunity for stakeholders to make their opinion heard in a public debate. Encourages active citizenship. Encourages participants to develop a stronger and more relaxed working relationship. Can involve different language groups using interpreters.	Depends on stakeholders to take part.	Moderate - cost of hiring appropriate facilities for period of the workshop.
<b>Surveys/ Questionnaires (available in different formats on request)</b>	Good sampling technique should ensure that all shades of opinion are canvassed and captured. Can be geographically focused in terms of neighbourhoods, town centres, and open space. Can be used to reach particular target groups.	Can appear to be remote; while it captures public opinion, it does not necessarily capture opinion or the interests of institutions, corporate bodies and developers etc. May not reach those with reading difficulties.	Moderate - skilled exercise which should be undertaken by trained staff or professionals. Can be inexpensive or moderately expensive.
<b>Focus groups and discussions</b>	A participatory approach, which can explore views on specific issues. A two-way process which gives clear encouragement to contribute ideas and views. Can be used to reach a target audience and those that do not respond to traditional forms of consultation. An opportunity to explore the factors which support an individual's opinion. Good for sensitive subjects where individuals may not respond to a structured questionnaire/group discussion. Can involve different language groups using interpreters.	Can be very time-consuming, and relies on good-will of respondents. Ultimately the group's views are only as representative as the group itself, i.e. selection of the group is very important. Cannot be used to extrapolate results for the whole population. Requires skilful facilitation.	Moderate - more costly if data is examined by a Consultant

<b>Procedure</b>	<b>Advantages</b>	<b>Disadvantages</b>	<b>Costs involved</b>
<b>User panels and representative groups (VS)</b> e.g. <b>Design Panel, Conservation Area Advisory Committee (CAAC),</b>	Provides a platform that is stable, can be very knowledgeable (representative groups) and gives a sense of involvement. Can be used to address more technically complex issues.	Where volunteers are being used, there is a need for frequent replacement.	Inexpensive/ Moderate
<b>Participatory forums/Community forum</b> e.g. <b>Development Control Forum, Stakeholders Forum, HSP Forums</b>	Provides the opportunity for participation in the process and procedures of planning. Strong two-way process.	Strong personalities may dominate proceedings.	Moderate
<b>Planning for Real (PFR)/ Workshops</b>	Involves, empowers and informs respondents – provides a degree of local ownership. Available as a tailored package, and easy to initiate. Entertaining for participants. Takes respondents through the physical planning process and enables the visualisation of options. Can catch a wide range of participants. Can involve different language groups using interpreters.	Structured approaches of PFR may limit its usefulness for some situations. Needs planning, administration, time, and resources.	Moderate/Expensive

**APPENDIX 3****SCI soundness tests**

<b>9 Tests of Soundness</b>	
<b>1</b>	The Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations
<b>2</b>	The Local Planning Authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy
<b>3</b>	The statement identifies in general terms which local community groups and other bodies will be consulted
<b>4</b>	The statement identifies how the community and other bodies can be involved in a timely and accessible manner
<b>5</b>	The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents
<b>6</b>	The resources are available to manage community involvement effectively
<b>7</b>	The statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents
<b>8</b>	The authority has sufficient mechanisms for reviewing the Statement of Community Involvement
<b>9</b>	The statement clearly describes the planning authority's policy for consultation on planning applications

## APPENDIX 4

### Haringey COMPACT – public sector commitments

<b>Overall Commitment:</b>	Within the Compact <i>'Haringey's partners are committed to building a safe and cohesive community where diversity is valued and respected. By working better together Haringey's will develop mechanisms that create opportunities for involving black and minority ethnic organisations, young people, lesbian, gay, bisexual and transgender people, older people and people with disabilities who are under-represented in partnerships, consultation, strategic planning and decision making, in compliance with anti-discrimination legislation'</i> .
<b>Public Sector Commitment</b>	
<b>Valuing the Voluntary and Community Sector</b>	<b>Value the contribution</b> that the voluntary, community and faith organisations make to the <b>well-being and prosperity</b> of the people of Haringey. <b>Recognise</b> the work of organisations in the voluntary and community sector as they are best placed to provide certain services, separately or in conjunction with those in the public and/or private sector.
<b>Working Relationships and Partnerships</b>	<b>Actively involve</b> and <b>work</b> with the voluntary and community sector in <b>decision making</b> and in understanding the restraint of the public sector.
<b>Innovation and Best Practice</b>	Utilise <b>expertise</b> and <b>best practice</b> in the voluntary and community sector. <b>Support innovative working</b> , such as <b>flexibility</b> and <b>service delivery responsiveness</b> , where applicable.
<b>Consultation and Community Engagement</b>	<b>Work with the voluntary and community organisations</b> to understand the views of citizens and communities and to create opportunities for them to influence policies <sup>1</sup> . <b>Increase the opportunities</b> for participation by the diverse local voluntary and community sectors in service planning and delivery. Structure targeted support (resources and voluntary and community sector enterprise) to ensure that the <b>voice of marginalised communities</b> can be <b>heard effectively</b> .
<b>Provision of Support to the Voluntary and Community Sector</b>	Acknowledge that organisations in the voluntary, community and faith sector <b>benefits</b> from resources, structures, information and specialist professional knowledge and support that public bodies can provide in terms of funding and financial support. Invest in the infrastructure of the voluntary and community sectors and assist groups to secure sustainable funding, where possible.

<sup>1</sup> In the Case of the planning Service we will follow prescribed timescales for statutory consultations. This is set out in the Regulations.

## APPENDIX 5

### List of consultation stakeholders

This appendix lists the types of bodies, groups and organisations that the Council will involve and consult with, where appropriate during the preparation and development of its Local Development Framework (LDF). It is impossible to name every individual group, as the list would become too quickly out of date. In accordance with the 'Act' and Regulations, Haringey Council must consult with a number of 'specific, general and government consultation bodies' that are appropriate to the Local Development Document or planning application in question.

#### Specific Consultation Bodies

- The Mayor of London
- Adjoining boroughs
  - ❖ *Barnet*
  - ❖ *Camden*
  - ❖ *Enfield*
  - ❖ *Hackney*
  - ❖ *Islington*
  - ❖ *Walham Forest*
- The Countryside Agency (to be renamed Natural England from Oct 2006);
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England;
- English Nature (to be renamed Natural England from Oct 2006);
- The Strategic Rail Authority;
- London Development Agency;
- Any person to whom the electronic communication code applies by virtue of direction given under Section 106 (3)(a) of the Communications Act 2003;
- Any of the bodies from the following list who are exercising function in any part of the area of the local planning authority:
  - ❖ North Central London Strategic Health Authority
  - ❖ Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
  - ❖ Sewage undertakers
  - ❖ Water undertakers

#### Government Departments

- **Government Office for London in the first instance and then if necessary**
- Home Office
- Department for Education and Skills (through the Government Offices)
- Department for Environment Food and Rural Affairs
- Department for Transport (through the Government Offices)
- Department for Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through the Government Offices)
- Ministry of Defence
- Department of Works and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Office of Government Commerce (Property Advisers to the Civil Estate)
- The Countryside Agency



**General Consultation Bodies**

- Voluntary bodies some or all of whose activities benefit any part of the authority's area
- Bodies which represent the interests of different racial, ethnic, or national groups in the authority's area.
- Bodies which represent the interests of disabled persons in the authority's area.
- Bodies which represent the interests of persons carrying on business in the authority's area.

**Other Consultees**

Where appropriate

- Age Concern
- Airport operators
- British Chemical Distributors and Trade Association
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chamber of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocene Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company
- Environmental groups at national, regional and local level, including:
  - ❖ Council for the Protection of Rural England
  - ❖ Friends of the Earth
  - ❖ Royal Society for the Protection of Birds
  - ❖ London Wildlife Trust
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association]
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 including:
  - ❖ Civic Societies
  - ❖ Community Groups
  - ❖ Local transport Authorities
  - ❖ Local Transport Operators; and
  - ❖ Local Race Equality Councils and other local equality groups
- National Playing g Fields Association
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison officers/Crime Prevention Design Advisors
- Port Operators
- Post Officer Property Holdings

- Rail Companies and the Rail Freight Group
- Regional Development Agencies
- Regional Housing Boards
- Rail Haulage Association
- Sport England
- The House Builders Federation
- Transport for London
- Travellers Law Reform Coalition
- Water Companies
- Women's National Commission

**The Council will also seek to:**

**Where appropriate engage and consult with the general public, and groups that do not respond to traditional methods of consultation. These groups include:**

- Black Minority Ethnic groups in accordance with the Race Relations (Amendment) Act 2000
- Working men and women aged 25-50 including commuters
- Children and young people
- Older People
- People with disability and mobility issues
- Community organisations/associations
- Resident/ tenant groups and associations
- People with problems reading, writing and speaking English
- Visitors and tourists to the Borough
- Gypsies and Travellers
- Public partnerships including the Haringey Local Strategic Partnership and Town Centre Partnerships
- Trade Unions, North London Chamber of Commerce, Haringey Business Development Agency, Tottenham Green Enterprise Centre and other business forums in the borough
- Education institutions including, local schools, Colleges, Middlesex University and North London Learning and Skills Council
- Developers and planning consultants/ agents
- English Heritage and historic environment amenity societies including Conservation Area Advisory Committees (CAAC)
- Health organisations including, Barnet, Enfield and Haringey Primary Care Trust
- Environmental, transport and energy groups at national, regional and local level
- Rail and bus companies including Network Rail and passenger user groups
- Local House builders, Housing Corporation, Housing Associations, Regional Housing Boards and Registered Social Landlords
- Sport and cultural organisations including, the National Playing Fields Association, local cycling groups, Borough sports clubs, companies/trusts and associations
- Local utility providers including, gas and electricity
- Metropolitan Police Authority, local crime prevention officers
- Any other group or individual expressing an interest in the Local Development Framework at any stage of the process will be added to our consultation database

**Some of these groups or individuals may find it difficult to get involved in planning processes and may require extra support to help them get participate in consultation exercises. The extra help the Council may provide under-represented or hard to reach groups will include:**

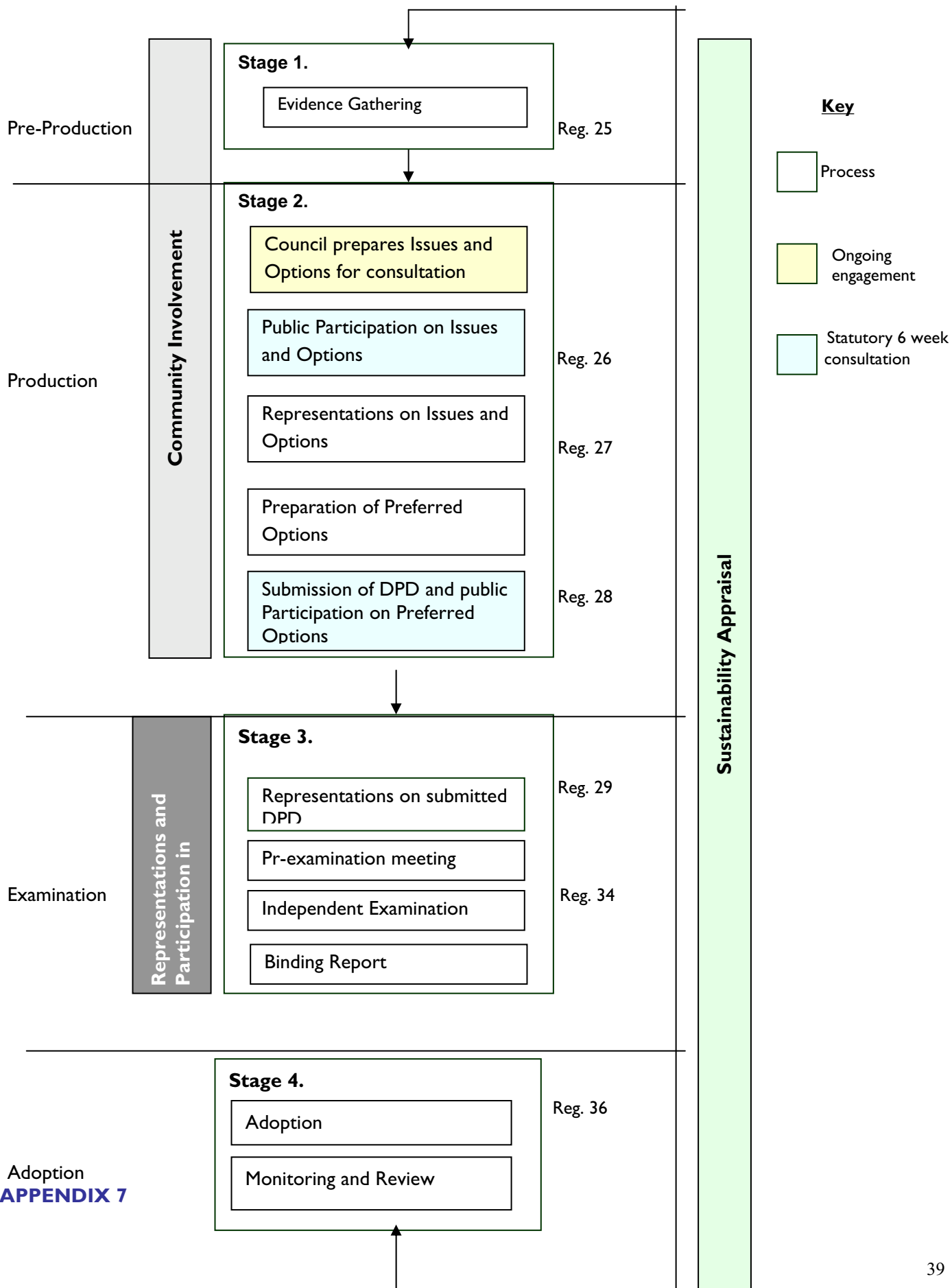
- Producing documents are clear, concise and available in plain English
- Ensuring documents are available in different languages, Braille, audio-format and large print;
- Ensuring meetings are held at times and places convenient to all;
- Working with agencies such as Youth Service, local schools and CONEL as a means of involving children and young people,
- For older people, working with the council's older people groups in the borough; and

- Making a Portable Hearing Loop available at particular involvement events.

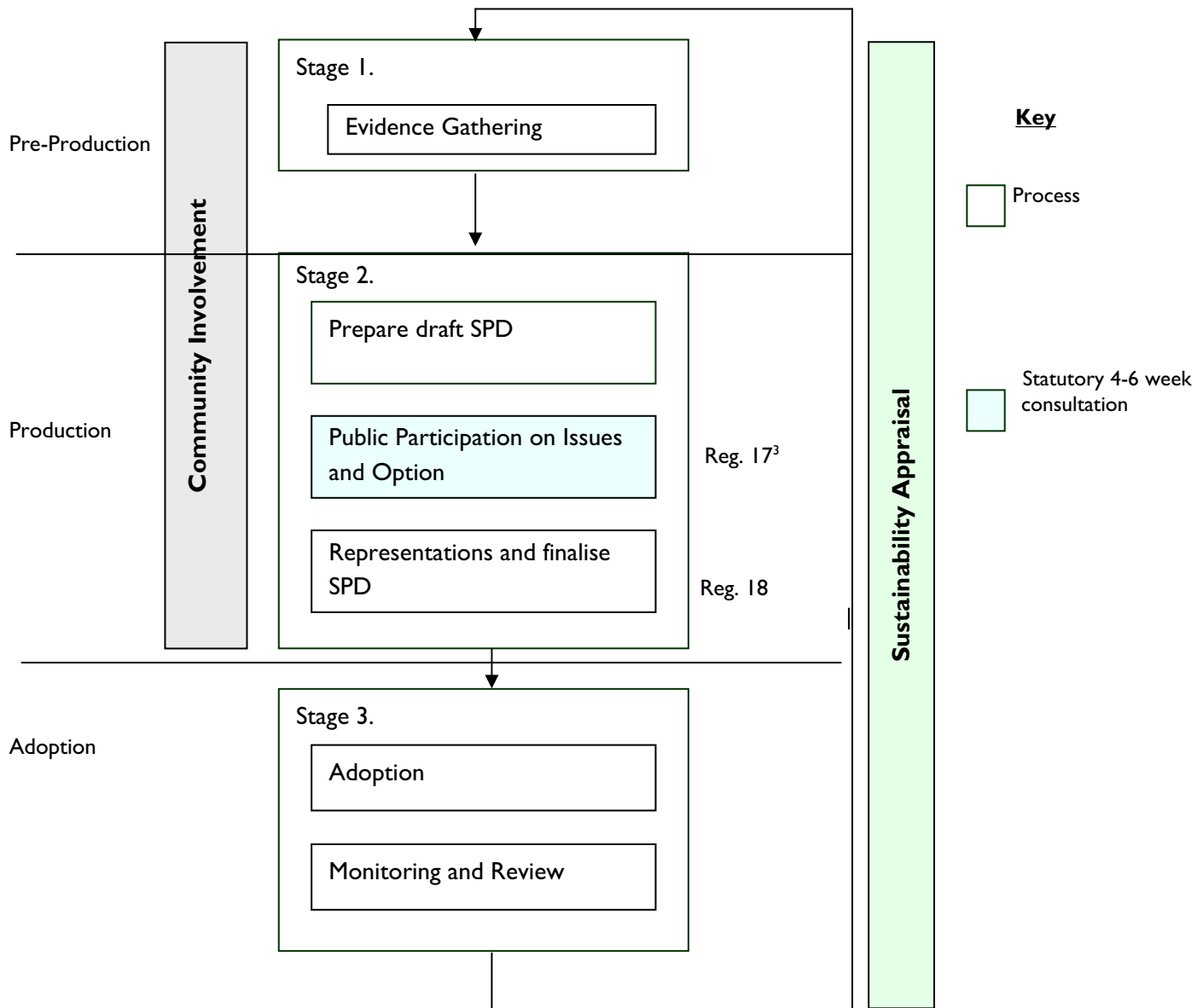
A full list of bodies the council should consider consulting is in 'Planning Policy Statement 12: Local Development Frameworks' available at [www.odpm.gov.uk/planning](http://www.odpm.gov.uk/planning).

**APPENDIX 6**

**Development Plan Document (DPD) process**



**Supplementary Planning Document (SPD) process<sup>2</sup>**



<sup>2</sup> Where appropriate specific consultation techniques may also be used in the production of each individual DPD, and SPD.

<sup>3</sup> Reference to 'Regulations' in this document refers to the Town and Country Planning (Local Development) (England) Regulations 2004.

**APPENDIX 8****Planning application notification, publicity and consultation**

These are the following minimum standards that the Council will use for the following types of applications. Where necessary the Council will exceed these minimum requirements.

	<b>Pre-Application Stage</b>	<b>Major Applications and those Departing from the Development Plan</b>	<b>Controversial or Sensitive Applications</b>	<b>Other Applications including Conservation Area and Listed Buildings Consent</b>	<b>Appeals</b>
<b>Advertise on Website receipt of application</b>	No	Yes	Yes	Yes	Yes
<b>Post site notice</b>	No	Yes	Yes	Yes	No
<b>Consultation letter sent to neighbours</b>	No	Yes	Yes	Always, except applications for Certificate of Lawfulness	Letter sent to persons who commented on original application
<b>Advert in local newspaper</b>	No – but this be organised by applicants of major or sensitive schemes.	Yes	No.	Yes	No
<b>Public exhibitions of proposals</b>	To be organised by applicants of major or sensitive schemes. The Council may also be involved.	To be organised by applicants of major or sensitive schemes. The Council may also be involved	To be organised by applicants of major or sensitive schemes. The Council may also be involved	Where appropriate, to be organised by applicant. The Council may also be involved	No
<b>Press release</b>	To be organised by applicants of major or sensitive schemes.	To be organised by applicants of major or sensitive schemes.	To be organised by applicants of major or sensitive schemes.	Where appropriate, to be organised by applicant.	No
<b>General advice in response to queries from the public</b>	Yes	Yes	Yes	Yes	Yes

	<b>Pre-Application Stage</b>	<b>Major Applications and those Departing from the Development Plan</b>	<b>Controversial or Sensitive Applications</b>	<b>Other Applications including Conservation Area and Listed Buildings Consent</b>	<b>Appeals</b>
<b>Local planning meetings with applicants presenting proposals and answering questions from the public.</b>	To be organised by applicants of major or sensitive schemes.  Also Development Control Forum as per the set criteria	Development Control Forum as per the set criteria	Development Control Forum as per the set criteria	Development Control Forum as per the set criteria	No, although some appeals are dealt with by Public Inquiry

**APPENDIX 9****Consultation policy – neighbour notification****General Household Developments**

<b>Rear extension</b>	Both adjacent properties and 3 properties to rear
<b>Rear roof extension</b>	Both adjacent properties and 3 properties to rear
<b>Front roof extension</b>	Both adjacent properties and 3 properties opposite
<b>Material alterations to front elevation</b>	Both adjacent properties and 3 properties opposite
<b>Erection of domestic garage to front</b>	Both adjacent properties and 3 properties opposite
<b>Erection of boundary fencing</b>	Adjacent properties
<b>Crossovers</b>	Adjacent properties
<b>Erection of garden sheds, covered swimming pools and outbuildings</b>	Adjacent properties and all properties abutting the site

**Residential Development**

<b>Conversions</b>	<b>All conversions</b>	Application property and adjacent properties and 3 properties at the front and back
	<b>Conversions involving alterations to front elevation</b>	Adjacent properties and 3 properties opposite
	<b>Conversions involving rear alterations/ground floor extensions</b>	Adjacent properties and 3 properties at the rear
<b>New Build</b>	<b>All new build residential development sites</b>	Adjacent properties and 3 properties opposite and to rear of site
	<b>All major residential development (10+ units)</b>	10 adjacent properties on either side of site, 20 opposite and 20 rear

**Major Commercial/Retail Development**

<b>All major commercial/retail development</b>	10 adjacent properties on either side of the site, 20 opposite and 20 to the rear of the site
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**Change of Use**

<b>All change of use applications</b>	3 adjacent properties on either side of site, 6 opposite and 6 properties to the rear
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**Advertisements**

<b>All advertisements</b>	Residential properties affected
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**Conservation Areas and Listed Buildings**

<b>Applications in Conservation areas or applications for Listed Building Consent</b>	The appropriate CAAC, neighbours as per the description of development. Also notify English Heritage
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**Mobile Phone Mast Applications**

Mobile phone applications undergo a procedure which involves wide consultation encompassing surrounding streets, especially in built up areas. We also include the nearest schools in the consultation. In addition to this, consultation on all mobile phone base station applications will extend to a 100m radius and operators will be asked to provide information on beam intensity and evidence of the need for a new mast. An annual meeting will be held by the Planning Service with the Mast Operators, to discuss their roll-out programme.

**APPENDIX 10****Weekly planning list**

Below is a list of interested parties receiving the weekly planning list of planning applications registered with the Council.

<b>Haringey Council</b>	<b>Other</b>
Housing Service Neighbourhood Management Building Control Environmental Health Economic Regeneration Relevant Councillors Education Planning Policy Recreation Services Waste Management Education	Relevant Amenity groups Relevant Residents Associations Relevant Conservation Area Advisory Committee (CAAC) Relevant Statutory Bodies

**Statutory publicity – press adverts**

<b>Category of development</b>	<b>Publicity required</b>
Development where the application is accompanied by Environmental Statement	Advert in newspaper and site notice
Affecting public right of way	Advert in newspaper and site notice
Major Development	Advert in newspaper and site notice
Minor Development	Advert in newspaper and site notice
Development affecting the setting of a listed building	Advert in newspaper and site notice
Development affecting the character or appearance of a Conservation Area	Advert in newspaper and site notice
Permitted development requiring prior notification to local planning authority	Site notice by developer

**An advert will also be placed in Haringey People inviting individuals and groups to register their interest and details on the planning consultation database.**

**APPENDIX II****Consultation policy - internal departments**

<b>Planning Policy Team</b>
All proposals for a major development – 10+ units/1,000sqm
Where granting permission would be contrary to a policy in the development plan
Proposals to develop on designated open space
Proposals for development for tall buildings (over 20m in height)
Provision of day nursery or other day care facility
Proposals affecting any local area regeneration initiative / action plan (i.e. NDC, neighbourhood, etc...)

<b>Design and Conservation</b>
All proposals for development (including demolition and advertisements) in a conservation area or in an area of special character
All proposals for a major development – 10+ units/1,000sqm
All applications for conservation area consent/listed building consent and on designated sites of industrial heritage interest
Proposals for development for tall buildings (over 20m in height)

**Note:** The conservation team requires a full set of plans with every referral. This will include any photographs, details of height of surrounding buildings, which the applicant is required to provide in all circumstances. This is to provide a contextual background. Drawings must be accurate and should show details of access points and loss of trees (if applicable)

<b>Transportation</b>
Mini cab offices
New retail development
All change of use
Employment generating uses
Car repairs/workshops/garages/ car washes
Conversion of dwellings into flats
New access onto a highway/crossovers
All proposals that require a traffic impact assessment and the submission of a travel plan. Threshold of 2,500sqm
Major proposals – 10+ dwellings/1,000sqm (just notification)
New residential developments without provision of car parking

**Note:** Transport assessments and travel plans are requested on all applications over 2,500 sqm.

<b>Environmental Health</b>	
	A1 > A5
Noise & pollution	Extensions to A3, A4 and A5
Food & hygiene	Proposals involving HMO
	Hostels
	Car repair workshop/garages
	Car washes
	Launderettes
	Petrol filling stations
	Employment involving industrial processes
	Provision of day nursery or other day care facility

<b>Environmental Health</b>	
	Sites suspected to be contaminated
	Sites located close to an acknowledged noise source

<b>Legal</b>	
	All proposals for a major development – 10+ units/1,000sqm
Consultation consists of specific letter to legal department notifying them of 13 week deadline	Developments where it is proposed that a planning obligation under section 106 will be sought (consultation in such cases may not occur at the time of the submission but should take place before a decision is made requiring a section 106)
	Proposals for new residential developments without the provision of car parking

<b>Recreation Services (Arboriculture department)</b>
Development involving the loss of trees

<b>Education</b>	
Major residential schemes 10+ units	
Sites for travellers	
Proposals adjoining school premises	

<b>Parks Service</b>	
Proposals to develop on designated open space	
Proposals to develop within a park	

<b>Housing</b>
All major housing developments 10+ units

<b>Building Control</b>
All proposals for a major development – 10+ units/1,000sqm

<b>Waste Management</b>
All proposals for a major development – 10+ units/1,000sqm

## APPENDIX 12

### Helpful contacts for advice and information

- Haringey Planning website [www.haringey.gov.uk](http://www.haringey.gov.uk)
- Greater London Authority (Mayor of London) website [www.london.gov.uk](http://www.london.gov.uk)
- Department for Communities and Local Government (DCLG) [www.communities.gov.uk](http://www.communities.gov.uk)
- Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Planning Aid for London, Unit 2, 11-12 Fashion Street, London E1 6PX. Tel 020 7247 4900, Email: [info@planningaidforlondon.org.uk](mailto:info@planningaidforlondon.org.uk) website [www.pafll.org.uk](http://www.pafll.org.uk)

### Bibliography

- Creating Local Development Frameworks ODPM 2004
- Community Involvement in Planning ODPM 2004
- Diversity and Equal Opportunity in Planning 2004
- Haringey's Local Development Scheme 2006
- Haringey's Children and Young People's Plan (2003 – 2009)
- Haringey Community Strategy 2003
- Haringey Consultation Strategy 2002
- Haringey Consultation Strategy – Guiding Principles of Consultation
- Planning and Compulsory Purchase Act 2004
- Planning Policy Statement 12 “Local Development Frameworks” ODPM 2004
- The Town and Country Planning (Local Development) (England) Regulations 2004
- Haringey Council: The Development Control Forum – An aid to reaching a decision on large or difficult planning applications
- Haringey Council: Presenting Your Views at a Planning Applications Sub-Committee Guidelines
- Haringey Council Planning Consultation Policy

### *Population Sources:*

- Population - Office for National Statistics (ONS)
- Worklessness – ONS and Greater London Authority
- Qualifications – Department for Education and Skills, Haringey Council Children's Service, ONS and Local Futures
- Same-sex couples - ONS

To have your contact details put on the planning policy consultation list please email: [LDF@haringey.gov.uk](mailto:LDF@haringey.gov.uk) or call 020 8489 5552.

## Translation Service

This document tells you how to get involved in planning matters and Haringey Council is committed to providing all members of the community with access to information and services provided by the Council. Please contact the Planning Policy Team if you would like this document in Large Print, in Braille or on Audiotape (English and other languages).

### Albanian

Ky dokument ju tregon se si të inkuadroheni në planifikim. Nëse doni një kopje në gjuhën tuaj, ju lutem shënjoni  kutinë, plotësoni formularin dhe kthejeni atë tek adresa e mëposhtme me postim falas.

### Bengali

এই দলিলে আপনাকে বলা হচ্ছে পরিকল্পনা রচনা প্রক্রিয়ায় আপনি কিভাবে জড়িত হতে পারেন। আপনি যদি আপনার নিজের ভাষায় এটার কপি চান, তাহলে বাঞ্চে টিক্ চিহ্ন দিন, ফর্ম পূরণ করুন এবং সেটা নিচের ফ্রীপোস্ট বা বিনা ডাকমাশুলের ঠিকানায় ফেরত পাঠান।

### French

Ce document vous explique comment participer à la planification. Si vous souhaitez en obtenir un exemplaire dans votre langue, veuillez cocher la case, compléter le formulaire et le renvoyer à l'adresse au port payé ci-dessous.

### Kurdish

Ev dokuman ji we re îzah dike ka hun çawa dikarin tevî nava pîlankirinê bibin. Heke ku hun qopyeke wê ya bi zimanê xwe dixwazin, qutiyê  aret bikin, vê formê tijî bikin û vegeînin edresa li jêr. Pûl hewce nake.

### Somali

Qoraalkani waxuu macluumaad idinka siinayaa sida looga qaybqaato nadaamka la dhaho planning. Hadaad rabto in qoraalkan luuqadiina la idinku tarjumo, fadlan sax mari sanduukha, soo buuxi foomka kuna soo dir ciwaanka hoose ee boosta diristu bilaash tahay.

### Turkish

Bu döküman planlamada nasıl yer alabileceğinizi açıklıyor. Eğer kendi dilinizde bir kopyasını istiyorsanız, lütfen kareyi  aretleyip formu doldurarak a<sup>1</sup> ağıda verilen, posta ücreti gerektirmeyen adrese gönderiniz.

**Please tell us if you would like a copy of this Draft Statement of Community Involvement in another language that is not listed above or in any of the following formats, and send to the Freepost address below**

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Another language (please specify): \_\_\_\_\_

Name: \_\_\_\_\_

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**Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council, Translation and Interpreting Services, River Park House, 225 High Road, London N22 8HQ**



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