

Haringey Statement of Community Involvement

(Adopted May 2007)

(updated February 2011)



Contents

| | |
|---|-----------|
| 1. What is the Statement of Community Involvement? | 3 |
| 2. Haringey's Vision for Community Involvement | 4 |
| 3. How to get involved in the Local Development Framework | 10 |
| 4. Community Involvement in Planning Applications..... | 16 |
| 5. Reviewing the Statement of Community Involvement | 26 |
| Appendix 1: Principles of Community Involvement | 27 |
| Appendix 2: Community Involvement Methods | 29 |
| Appendix 3: Potential Methods for Community Involvement | 31 |
| Appendix 4: Haringey COMPACT – Public Sector Commitments | 35 |
| Appendix 5: Development Plan Making Stages | 36 |
| Appendix 6: Supplementary Planning Document Stages | 38 |
| Appendix 7: Planning Application Notification, Publicity and Consultation..... | 39 |
| Appendix 8: Consultation policy – neighbour notification | 41 |
| Appendix 9: Weekly planning list and statutory publicity | 43 |
| Appendix 10: Consultation policy - internal departments | 44 |

1. What is the Statement of Community Involvement?

- 1.1 The Council is committed to involving and consulting with local people in all planning processes and decisions. Local views on development and change in the borough will help to shape the future of the borough.
- 1.2 The Council produce a Statement of Community Involvement (SCI) because we are committed to listening to local people and taking their views into account. When it comes to all the physical changes taking place we would like to hear what you have to say, so that we can use residents' and other stakeholders' views to shape the way local areas change.
- 1.3 The SCI sets out the Council's approach to engaging with and consulting the community in planning and development issues which affect where they live, work and visit. It sets out how and when the Council will consult with local communities in relation to planning applications and strategic plans in the emerging Local Development Framework (LDF).
- 1.4 The LDF is the spatial plan for Haringey which is made up of the SCI and other Local Development Documents (LDDs). The community and stakeholders are involved in the progress of the LDDs at each significant stage and the SCI will make it easier for people to continue their involvement in improving and strengthening the LDF overall.
- 1.5 The Council adopted its first SCI in May 2007. This is the first review of the document and is in response to changes in planning law and changes in the consultation process. We are committed to monitoring and updating the SCI to reflect local, regional and national changes.
- 1.6 There are different methods of consulting on development plans and planning applications. These are clearly set out in Sections 3 and 4 below.

2. Haringey's Vision for Community Involvement

2.1 The vision for Haringey is '*A place for diverse communities that people are proud to belong to*'. To achieve this vision the priority outcomes are:

- people at the heart of change
- environmentally sustainable future
- economic vitality and prosperity shared by all
- safer for all
- healthier people with a better quality of life
- people and customer focused

2.2 This vision is set out in the borough's Sustainable Community Strategy (SCS) (2007-2016). The Strategy was approved by the Council and by the Haringey Strategic Partnership in March 2007 and was reviewed in 2010. The Council's Local Development Framework (LDF) will give a spatial interpretation to the Sustainable Community Strategy.

2.3 In delivering the vision for Haringey the involvement and participation of the local community and other stakeholders in the preparation of the LDF and processing of planning applications is essential.

2.4 As set out in Haringey's 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). The eight guiding principles in the Consultation Strategy set out how the Council will make it worthwhile for local people to get involved in 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 media 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. We will also work with the Communications Team from the outset to deliver a co-ordinated approach to how information is delivered to local people.
- 2.7 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 4 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 2008.
- 2.9 The SCI reflects 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 Management Fora, Tenants Forums, Residents Associations and local projects. These initiatives have allowed more local people to get involved in planning and other Council services.
- 2.10 It is a legal requirement that all Council set how they will involve local communities in planning decisions and plan making process. Additionally, consultation approaches must be tailored to the make up of the local population, the needs and interests of the various community groups in the area in an effort to encourage people to participate in the planning process. Community involvement should take place from the initial stages of the planning process.

How the SCI fits in with the LDF?

- 2.11 The Statement of Community Involvement forms part of Haringey's LDF. The LDF is a folder of documents LDDs which include:
- Development Plan Documents (DPDs) which set out the development objectives and detailed plans for the borough in the plan period
 - Supplementary Plan Documents (SPDs) will provide more detailed information set out in the DPDs
 - Statement of Community Involvement, this sets out how the Council will involve the community in the planning process and planning decisions.

- Annual Monitoring Report, this monitors and reviews the performance and outcomes of policies in the LDF
- Local Development Scheme (LDS) sets out the schedule for preparing and revising the LDDs.

2.12 All LDF documents can be accessed at www.haringey.gov.uk/local_development_framework or by contacting the LDF team at ldf@haringey.gov.uk or **020 84891479**

2.13 The SCI aims to clearly set out how the Council intends to involve the local community and stakeholders in the planning process. The SCI details the process for involvement, including those who will be involved, when and how engagement will happen and what outcomes to be expected.

2.14 The LDS 2010 was approved in November 2010 and covers the period 2010 – 2013. The LDS sets out the timetables for the preparation, consultation and expected adoption of the following documents:

- Core Strategy
- Development Management Policies
- Site Allocations
- North London Waste Plan
- Tottenham Hale Area Action Plan
- Tottenham High Road Area Action Plan
- Northumberland Park Area Action Plan
- Heartlands and Wood Green Area Action Plan
- Seven Sisters Area Action Plan
- Community Infrastructure Levy DPD

About Haringey's Community

2.15 Haringey has a population of 225,300 (2008), which represents 2.9% of London's total population. Haringey's population has grown by 8.8% since 1991 and is projected to grow by a further 12.3% by 2033.

2.16 Haringey has a relatively transient population. At the time of the 2001 Census, there were 36,000 migrants in the borough, the 9th highest proportion in London.

2.17 The borough's age structure is similar to that of London as a whole, although the east of the borough tends to have more young people and the west more older people. In 2010, Haringey's school population was approximately 33,000 children.

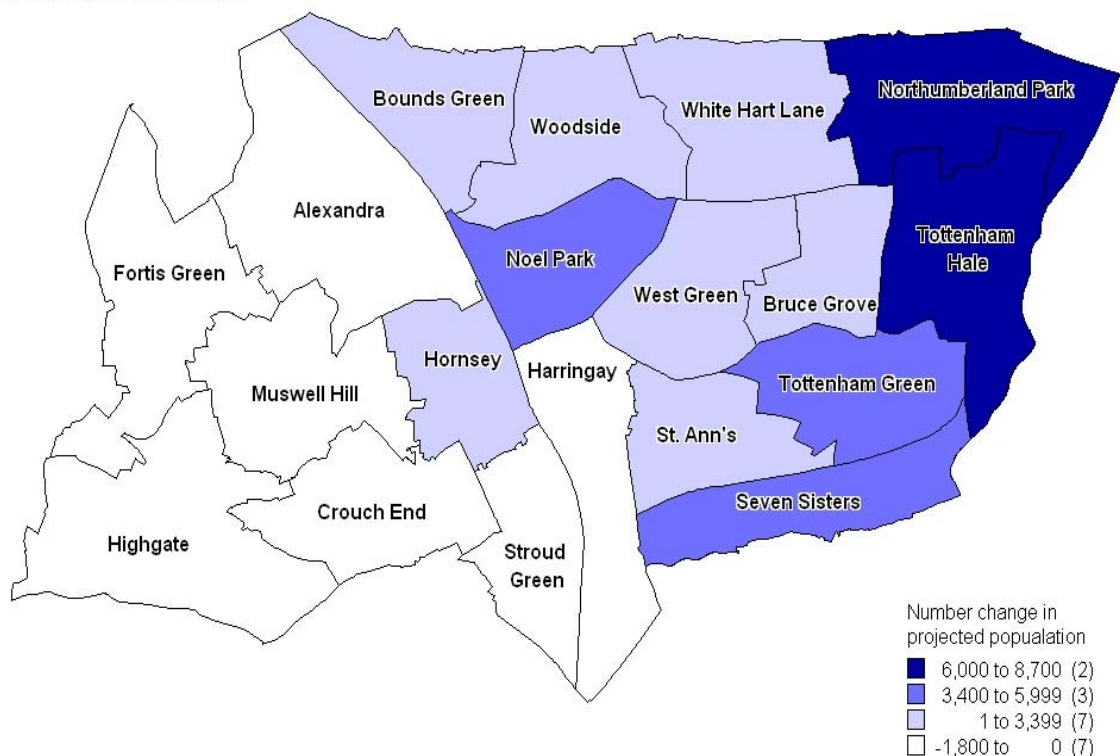
2.18 The impact of population and housing growth on Haringey will have a significant impact on social infrastructure, such as health and education facilities and water and energy infrastructure. For example, Haringey will experience particularly high growth in school numbers up to 2021. In many

parts of the borough the percentage of surplus school reception places is already less than 5%.

- 2.19 The borough contains large and diverse black and ethnic minority communities. 48.9% of the population are from black and minority ethnic groups, the 6th highest proportion in London, and almost half of all pupils in Haringey schools speak English as an additional language. The borough is also rated as the 4th most ethnically diverse local authority area in England and Wales.

Figure 2.1 Projected Population 2010-2026

Number change in projected population 2010 - 2026
GLA 2008 round (Low)
Haringey Wards
Core Strategy November 2009



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- 2.20 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 groups of the community who traditionally may not have been involved in the planning system or who may find it difficult to engage with the planning system. These 'hard to reach' groups can be any group within the community that is difficult to access for reasons of inaccessibility, language barriers, cultural perceptions, traditions or social expectations. We will pay specific attention to:

Language barriers – the diversity of language in the borough means that we will produce documents which are clear, concise, and are available in different languages, Braille, audio-format and large print. More interactive community involvement activities will also be used such as visual displays and exhibitions.

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 and groups such as the Muswell Hill and Highgate Pensioners Group, and the Haringey Forum for Older People more effectively in decision making by creating stronger links with such 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.

2.21 Appendix 1 sets out in more detail the principles which will ensure that the communities in Haringey are effectively involved.

2.22 The Council recognises it can not persuade everyone to get involved, or be able to take on board every comment received. We also recognise 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 who find it difficult to get involved with planning issues. We have sought to be realistic about the community involvement activities proposed; recognising that there are limits to our resources and time constraints. The Council are committed to getting less actively engaged groups and individuals involved, and to supporting those who are already involved to support those who are not yet engaged or fully engaged. Appendix 2 identifies methods that will be used for the preparation and revision of LDDs and recommended to applicants of major or sensitive applications. Further information about these methods, including details of their benefits, limitations and resource implications are set out in Appendix 3.

Who will we consult?

2.23 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 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 Section 3. We have also produced a database of individuals and organisations who wish to be involved, including local businesses, residents associations, voluntary groups, government bodies and individuals.

2.24 Please advise the Planning Policy Team if you wish to add, remove or amend contact details on the LDF consultation database. ldf@haringey.gov.uk or call **02084891479** or write to;

**LDF Team
London Borough of Haringey
639 High Road, Tottenham
N17 8BD**

How and when to get involved in the Planning system?

2.25 The local community, businesses, voluntary and community organisations and others can influence and shape planning outcomes in the borough through involvement in the preparation and reviewing of the LDF; and through consultation on planning applications.

2.26 The principles and methods set out in Appendices 2 and 3 will help ensure that documents in the LDF and future planning applications produce high quality, locally designed and well supported plans, policies and proposals. This will help to increase:

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

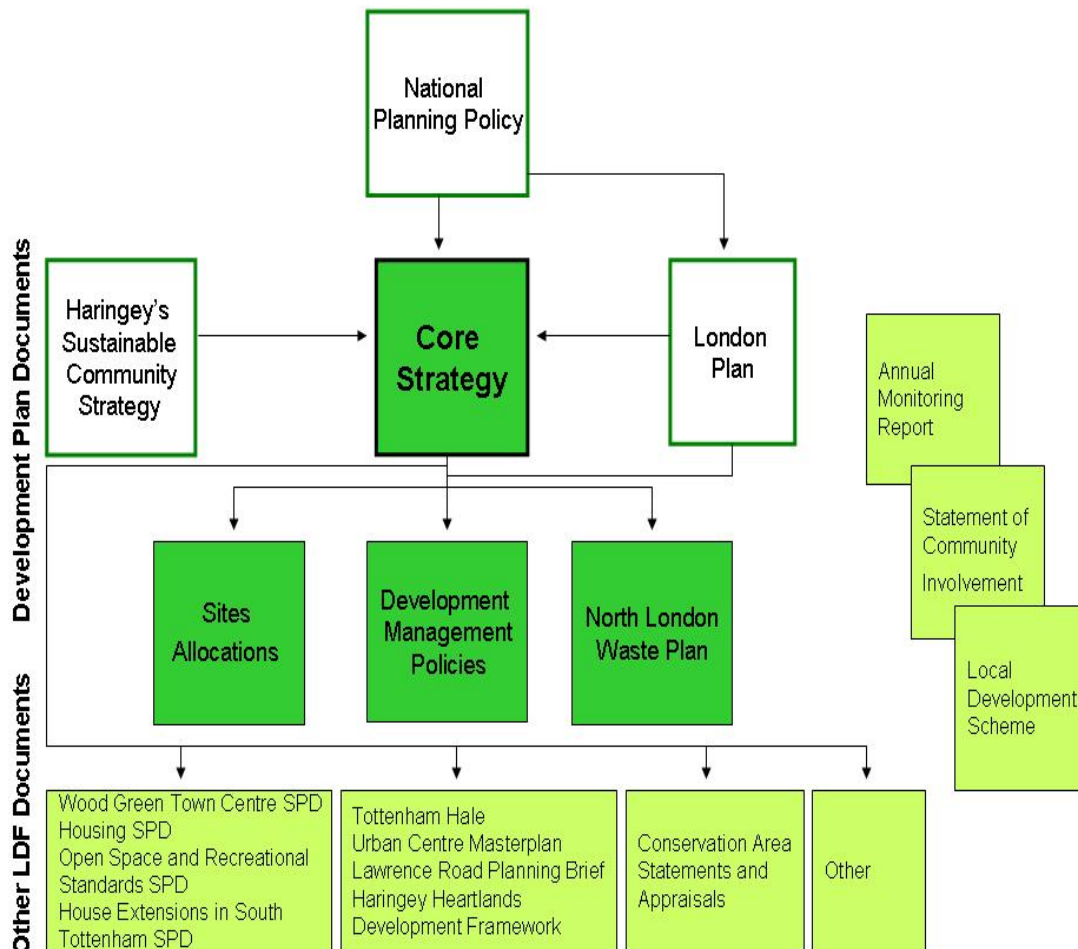
2.27 We will encourage applicants of major or sensitive applications to undertake early community involvement before the application is formally submitted. We will expect developers to employ a mixture of consultation tools listed in Appendix 2 to achieve meaningful engagement with the communities likely to be affected by their proposals. The choice of appropriate mechanisms will, however, be at the discretion of the developer. The applicants will be encouraged to submit a Consultation Statement with larger applications to identify the consultation undertaken and its results, together with how this has been incorporated into the submitted planning application. We will also recommend all applicants, regardless of the scale or size of their applications, to consider talking to neighbours, amenity groups, Conservation Advisory Groups Conservation Advisory Committees and other appropriate groups, to maximise the benefit of local knowledge and, through early discussions, increase the likelihood that the application will be unopposed.

2.28 Details of how to get involved in each of these processes are set out in Sections 3 and 4.

3. How to get involved in the Local Development Framework

3.1 The Local Development Framework is a folder of planning policy documents, known as Local Development Documents (LDDs). These include:

- Development Plan Documents (DPDs)
- Supplementary Planning Documents (SPDs)
- Other documents including Statement of Community Involvement (SCI) and Annual Monitoring Report (AMR)



3.2 Haringey aims to produce development plans which reflect the needs and aspirations of those who live, work and visit the borough. To achieve this it is necessary to engage with all relevant groups and individuals in an effective way and at the earliest and most appropriate times. This type of engagement will help to ensure the best outcomes and to avoid delays in approving and delivering the framework.

3.3 Those who are consulted can be categorised into the following types of consultees:

| | | |
|--------------------------------|-------------------------------------|---|
| Consultation bodies | Specific consultation bodies | Statutory bodies such as adjoining boroughs and government agencies. |
| | Government departments | Where necessary particular government departments will also be consulted. |
| | General consultation bodies | National and local community and voluntary groups, businesses and other stakeholders, including the Lee Valley Regional Park Authority (LVRPA) and Conservation Area Advisory Committees. |
| | Other Consultees | Other groups which will be consulted on specific issues, some of whom are under-represented or hard to reach. |

3.4 Haringey will consult the following bodies when preparing planning documents:

Specific Consultation Bodies

- The Mayor of London
- Adjoining boroughs
 - Barnet
 - Camden
 - Enfield
 - Hackney
 - Islington
 - Waltham Forest
- Natural England;
- The Environment Agency;
- English Heritage;
- The Highways Agency;
- Network Rail;
- The London Development Agency;
- Telecommunications operators;
- NHS London;
- Gas and electricity operators;
- Thames Water

General Consultation Bodies

- Voluntary bodies some or all of whose activities benefit any part of the Borough
- Bodies which represent the interests of different racial, ethnic, or national groups in the Borough.
- Bodies which represent the interests of different religious groups in the Borough

- Bodies which represent the interests of disabled persons in the Borough.
- Bodies which represent the interests of persons carrying on business in the Borough.

Government Departments - if necessary

- Home Office
- Department for Education
- Department for Business, Innovation and Skills
- Department for Environment, Food and Rural Affairs
- Department for Transport
- Department of Health (through relevant Regional Public Health Group)
- Ministry of Defence
- Department of Works and Pensions
- Department for Constitutional Affairs
- Department for Culture, Media and Sport
- Office of Government Commerce (Property Advisers to the Civil Estate)

Additionally, the Council will consult with the following bodies, where appropriate:

- Age UK
- 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
- Commission for Architecture and the Built Environment
- Commission for Racial Equality
- Crown Estate Office
- Diocese Board of Finance
- Disabled Persons Transport Advisory Committee
- 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
- Local historic, environmental and amenity groups and societies, including Conservation Area Advisory Committees (CAACs)
- Equality and Human Rights Commission
- Fields in Trust
- Fire and Rescue Services
- Forestry Commission

- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Homes and Communities Agency
- Home Builders Federation
- Learning and Skills Council
- Lee Valley Regional Park Authority
- Local Transport Operators and Transport for London
- Metropolitan Police Authority
- Royal Mail Property Holdings
- Registered Providers
- Sport England
- Friends, Families and Travellers (FFT)
- Women's National Commission
- The Theatres Trust

3.5 Local representative bodies will be regularly consulted, when and where appropriate. The approach to consultation will be flexible, accessible and proactive, and the scale of consultation will be equal to the likely impact of the proposed plan. Notification material will be designed to be clear and concise, without any jargon. Type of engagement and consultation could include workshop style events, seminars, meetings, and interactive information stalls to encourage wide participation and engagement throughout the borough. Each event and meeting will be tailored to the specific focus group, discussing issues relevant to their interests and relevance to any proposals.

3.6 Any member of the community who would like to be kept informed of the progress of the LDF, please send us your details via email to ldf@haringey.gov.uk or letter to

LDF Team
London Borough of Haringey
639 High Road, Tottenham
N17 8BD

Or telephone **020 8489 1479**

3.7 We will keep local people informed of upcoming consultation in articles and advertisements in Haringey People (bi-monthly magazine delivered to every household in the borough), local newspapers, on our website, on Haringey's consultation calendar and in emails and letters to individuals and organisations.

3.8 A wide selection of potential methods for community involvement during the preparation stages of DPD and SPD are set out in Appendices 2 and 3. 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.

3.9 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. The Council are committed to clarifying the issues and options in the course of consultation wherever possible.

Development plan document process

3.10 The five stages of preparing a Development Plan Document (DPD) are set out in Appendix 5. The Council aims to involve the community and other stakeholders at each stage to ensure the documents are effective and reflect community priorities.

Supplementary planning document process

3.11 There are three stages in the preparation of Supplementary Planning Documents (SPD) and these are set out in Appendix 6. The Council aims to involve the community and other stakeholders at each stage.

Feedback

3.12 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. These summary reports will be made available in Haringey and on our website www.haringey.gov.uk.

3.13 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 alongside government and regional guidance and policies and our evidence base derived from our scoping activities.

Effectiveness and monitoring

3.14 After a LDD has been completed, the Council will, where 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?

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

4. Community Involvement in Planning Applications

- 4.1 Planning 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. The community can comprise both individuals and groups, many of whom command a wide range of professional and technical skills and have a detailed knowledge of the local area. Developers and other applicants are strongly encouraged to tap into this resource at the earliest possible stage of the (proposed) development process.
- 4.2 The standard applications the Council considers are as follows and this must be undertaken within a prescribed period:

Table 4.1: Types of Planning Applications

| Application type | Description | Target Timescale |
|--------------------|---|------------------|
| Major | 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 ² or more or with a site area of 1 hectare or more. | 13 weeks |
| Minor | Residential developments below 10 units and non – residential developments with a floorspace below 1000m ² . | 8 weeks |
| Householder | 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 |

The application process

- 4.3 The nature of the application will decide who will be consulted. Appendix 8 sets out the guidelines for who needs to be consulted on particular applications.
- 4.4 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. Table 4.2 below outlines how the Council will consult with residents and relevant bodies for planning applications.

Table 4.2: Planning Application Process

| Stage | Method | How the council will consult you |
|----------------------------|---|--|
| Pre-application discussion | Comments by the Design Panel ² | <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"> • residential: at least 10 new residential units or residential sites of 0.5 hectares or more; • non –residential: 1,000 sq. m and over gross floorspace /or sites of over 1 hectare; • sensitive proposals such as a development adjacent to public open space or listed buildings; and • 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 |

² 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.

| Stage | Method | How the council will consult you |
|---|---|---|
| <p>Pre-application community involvement and on major schemes</p> <p>Pre-application community involvement and on major schemes</p> | <p>Letters, News Paper Advert (public notice), Leaflets, Public Meetings, Exhibitions, Displays, Workshops, focus Groups, Planning for Real, seminars)</p> | <p>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 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 Appendix 2 and Appendix 3. We also recommend that applicants follow the procedure below:</p> <ul style="list-style-type: none"> (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 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. (b) Whilst applicants carry out the community involvement activity, Council officers will recommend suitable community involvement methods. (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. <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</p> |

| Stage | Method | How the council will consult you |
|---------------------------------------|--------------------|---|
| | | <p>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. Hence, the pre-application involvement will, where appropriate, be encouraged for schemes other than major ones, if the Council consider that they are likely to be contentious.</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.</p> |
| Application submitted | | <p>When a planning application (major, minor or householder application) 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> |
| Advertising & consultation | Site Notice | <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</p> |

| Stage | Method | How the council will consult you |
|----------------------------|---|--|
| Advertising & consultation | | 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>Direct Neighbour Notification Letters</p> <p>Website</p> | <p>Two basic letters are sent:</p> <ul style="list-style-type: none"> • notification of consultation on major, minor and householder applications; and • those for applications that will go to a Development Management Forum. <p>The Council will where necessary exceed the minimum requirement for consultation on applications (see Appendix 7). For details of which neighbours will be notified about a particular application see Appendix 8. The Council will notify by letter:</p> <ul style="list-style-type: none"> • all adjoining properties; and • additional nearby properties if they are likely to be directly affected by the proposed development. <p>The notification letters to neighbours:</p> <ul style="list-style-type: none"> • summarises the nature of the application; • gives the name of the case officer; and • gives a 21 day response deadline from the date of receipt. <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"> • Access planning applications, current or past • View drawings, photographs and documents accompanying a planning application online • Comment on applications online • View the decision notice |

| Stage | Method | How the council will consult you |
|---------------------------------------|--|---|
| | Interactive Maps | <ul style="list-style-type: none"> • View the officer report for each decided application in full (including reasons for approval or refusal) • View decision notices, which include any attached conditions or reasons for refusal • View appeal decisions <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 will illustrate graphically where in the borough particular applications have been submitted and the decision taken.</p> |
| | Weekly Planning List and News Paper Adverts | A weekly list of applications registered with the Council will also be forwarded to interested parties and libraries. The Council also places adverts in local newspapers on particular applications that are submitted. See Appendix 9 for details of the weekly planning list and for guidance on the statutory publicity procedure. |
| | Statutory Consultees | The Council will consult with any statutory body required in accordance with any Act or Regulation. |
| | Adjoining Borough | Adjoining Borough Councils will be notified if the site is near a Borough boundary and is likely to affect the neighbouring Borough. |
| Advertising & consultation | Internal Council departments | See Appendix 10 for details of which internal Council departments will be consulted on a particular application. |
| | Conservation Area Advisory Committees (CAACs) | 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 Management and these are considered by the planning case officer in the assessment of the application. |
| | Amenity | 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 |

| Stage | Method | How the council will consult you |
|------------------------|-------------------------------------|---|
| | Groups | well as check the application drawings via the web, and make representations to Development Management, which are likewise considered by the planning case officer during the assessment process. They may also request the Council to consider arranging pre-application discussions for any sensitive development. |
| | Development Management Forum | <p>The Council organises a Development Management 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 Management Forum stage.</p> <p>The Development Management 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"> • a Senior Manager within the Planning Service; or • an appropriate Council Member |
| Representations | | <p>Representations must be made in writing:</p> <ul style="list-style-type: none"> • by letter or fax to the Council; • by sending an email to the Council; or • on-line using the appropriate form. |
| Re-consultation | Notification letters | <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 will sympathetically consider re-consulting when the following issues arise:</p> <ul style="list-style-type: none"> • Were the earlier objections substantial? • Are the changes significant? • Did the earlier views cover the matters now under consideration? • Do the changes mean others not previously consulted might now be concerned? |

| Stage | Method | How the council will consult you |
|---|---------------------------|---|
| | | The period for re-consultation responses may be shorter than the initial 21 days. |
| Negotiations with the applicant | Meetings | 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 LDF and any other material considerations. The negotiation may take place where the planning application is to be recommended for refusal. |
| Making a decision – planning committee | Planning Committee | <p>The Planning 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"> • Planning application reports, which they receive at least three days beforehand. • Planning officers' report describing relevant characteristics of the sites. • Maps. • Drawing of the proposed scheme. • Photographs of sites. • Representations from those who have made arrangements to speak. <p>Further details on how to attend a Planning Committee meeting is in Haringey Council's Presenting Your Views at a Planning Applications Sub-Committee Guidelines, which is available from the planning office. Details on attendance can also be viewed at www.haringey.gov.uk/index/housing_and_planning/planning-mainpage.htm#attached_files</p> <p>Where a decision is not required to be made by the Planning Committee, delegated powers will be granted to Senior Planning Officers to determine applications.</p> |
| Decision feedback | Letter, decisions | Everyone who makes a comment on a planning application will be given feedback on: |

| Stage | Method | How the council will consult you |
|--------|---------------|---|
| | list, website | <ul style="list-style-type: none"> • the committee date for considering the application where decisions are to be made by the Planning Committee (applicants will also be informed); and • 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. <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 Council's Planning 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> |
| Appeal | | <p>Information about planning appeals logged and decided will be available on the Council's website and at the planning office</p> <p>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. You can write to the Inspectorate at The Planning Inspectorate. Registry/Scanning. Room 3/01 Kite Wing. Temple Quay House. 2 The Square, Temple Quay, Bristol BS1 6PN, tel 0117 372 6372 or email them at enquiries@planning-inspectorate.gsi.gov.uk</p> |

5. Reviewing the Statement of Community Involvement

- 5.1 The Statement of Community Involvement will be reviewed and updated, as necessary, in order to deliver more effective consultation and in line with any changes in legislation and planning law. Consultation and engagement processes and techniques will be checked and updated to ensure wide involvement of local residents, businesses, voluntary organisations and individuals. Any gaps in information in the SCI will be identified in the Annual Monitoring Report (AMR). The AMR monitors the effectiveness of the policies in the LDF and assesses if it is achieving the desired results. The AMR will identify any need for revision of policy, which will be carried out in conjunction with public consultation and relevant bodies.

Appendix 1: Principles of Community Involvement

| Principle | What this means for the community? |
|------------------------------|---|
| Early contact | <p>Haringey Council will involve stakeholders at the earliest opportunity 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> |
| Access to information | <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. Translation of web pages can be achieved online using a link with a self explanatory icon on the Haringey website to a free or charged for (paid by Haringey) service covering all the Haringey Community languages.</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> |
| Appropriate methods | <p>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 potential consultation methods that are appropriate for different processes as listed in Appendix 3 (Potential methods for community involvement).</p> |
| Reducing barriers | <p>Haringey Council will be creative and innovative to involve all sections of the community in planning matters, particularly those that do not traditionally 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 has developed a LDF database and will be upgrading its</p> |

| | |
|---------------------------|---|
| | IT systems to improve consultation processes. 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. |
| Collaboration | 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 and ensure that a holistic approach is taken to multifaceted issues e.g. those involving trees, listed buildings, traffic impact etc. |
| Feedback | Feedback will be provided. |
| Monitor and Review | 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. |

Appendix 2: Community Involvement Methods

| Community involvement methods | Planning process |
|--|--|
| Information by letter (available in different formats) | Development Plan Documents Supplementary Planning Documents Planning Applications |
| Public Exhibitions/ Open Days/Road Shows | Development Plan Documents Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers) |
| Council websites (the internal website (Harinet) and the public website, and the Council's consultation calendar) | Development Plan Documents Supplementary Planning Documents All Planning Applications |
| Council Magazines and Publications e.g. 'Haringey People' | Development Plan Documents Supplementary Planning Documents |
| Leaflets, Newsletters (available in different formats) | Development Plan Documents Supplementary Planning Documents Major Planning Applications (by developers) |
| Local press briefing and public notices | Development Plan Documents Supplementary Planning Documents Planning Applications |
| Consultative documents requesting public comments | Development Plan Documents Supplementary Planning Documents Major Planning Applications (by developers) |
| Public meetings with displays | Development Plan Documents Supplementary Planning Documents Major Planning Applications (by developers) |
| Workshops and seminars | Development Plan Documents Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers) |
| Surveys/ Questionnaires (available in different formats) | Development Plan Documents Supplementary Planning Documents |
| Focus groups and discussions | Development Plan Documents Supplementary Planning Documents |
| User panels and representative groups e.g. Design Panel, Conservation Area Advisory Committee (CAAC), | Development Plan Documents Supplementary Planning Documents Major Planning Applications or Applications within Conservation Areas |
| Participatory forums/Community forum e.g. DM Forum, Stakeholders Forum, HSP Forums | Development Plan Documents Major Planning Applications |

| Community involvement methods | Planning process |
|---|---|
| Planning for Real (PFR)/ Workshops | Development Plan Documents Supplementary Planning Documents Major Planning Applications (by developers) |

Appendix 3: Potential Methods for Community Involvement

| Method | Advantages | Disadvantages | Costs involved |
|--|---|---|---|
| Letters to statutory bodies and individuals (available in different formats on request) | 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 |
| Public Exhibitions/ Open Days/Road Shows | 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. |
| Council websites (the internal website (Harinet) and the public website) | 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 |
| Council Magazines and Publications e.g. 'Haringey People' | 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 |
| Leaflets, Newsletters (available in different formats on request) | 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. |
| Local press briefing and public notices | Information can be provided in some detail. Economical | Not definite that a story will get in the press. May not reach those with | Moderate |

| Method | Advantages | Disadvantages | Costs involved |
|--|--|---|--|
| | | reading difficulties. | |
| Consultative documents requesting public comments | 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 reach those with reading difficulties. | Moderate/expensive - costs of publishing the documentation and administering the distribution and feedback process. Costs reduced if the process is done on the web. |
| Public meetings with displays | 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 |
| Workshops and seminars | 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. |
| Surveys/ Questionnaires (available in different formats on request) | Good sampling technique should ensure that all shades of opinion are canvassed and captured. Can be geographically focused in terms of neighbourhoods, town | Can appear to be remote; while it captures public opinion, it does not necessarily capture opinion or the interests of | Moderate - skilled exercise which should be undertaken by trained staff or professionals. Can be |

| Method | Advantages | Disadvantages | Costs involved |
|---|--|--|--|
| | centres, and open space. Can be used to reach particular target groups. | institutions, corporate bodies and developers etc. May not reach those with reading difficulties. | inexpensive or moderately expensive. |
| Focus groups and discussions | 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 |
| User panels and representative groups (VS) e.g. Design Panel, Conservation Area Advisory Committee (CAAC), | 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 |
| Participatory forums/Community forum e.g. DM Forum, Stakeholders Forum, HSP Forums | Provides the opportunity for participation in the process and procedures of planning. Strong two-way process. | Strong personalities may dominate proceedings. | Moderate |
| Planning for Real (PFR)/ Workshops | Involves, empowers and informs respondents – provides a degree of local | Structured approaches of PFR may limit its | Moderate/Expensive |

| Method | Advantages | Disadvantages | Costs involved |
|---|---|---|----------------|
| | ownership. Available as a tailored package, and easy to initiate. 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. | usefulness for some situations. Needs planning, administration, time, and resources. | |
| External Consultants | Can provide specialised and focused facilitation for engagement events. This can allow for new and innovative engagement techniques to which participants respond more constructively. | May play a limited role in the consultation process and a very specific approach may not fit with the consultation aims. | Expensive. |
| Councillor and MP surgeries | Local residents and groups have access to elected representatives. | There may be some disappointment as it is not always possible for Councillors and MPs to intervene in the planning system in the way that their constituents might want because they must operate within the confines of planning law/policy. | Free |
| Local amenity, tenant and other groups | They have a wealth of local knowledge and play a vital role in expressing the concerns or needs of the local community. | They do not necessarily speak for all of the community as there is often more than one view on a development or proposed plan. | Free |

Appendix 4: Haringey COMPACT – Public Sector Commitments

| | |
|---|---|
| Overall Commitment: | 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> |
| Public Sector Commitment | |
| Valuing the Voluntary and Community Sector | Value the contribution that the voluntary, community and faith organisations make to the well-being and prosperity of the people of Haringey. Recognise 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. |
| Working Relationships and Partnerships | Actively involve and work with the voluntary and community sector in decision making and in understanding the restraint of the public sector. |
| Innovation and Best Practice | Utilise expertise and best practice in the voluntary and community sector. Support innovative working , such as flexibility and service delivery responsiveness , where applicable. |
| Consultation and Community Engagement | Work with the voluntary and community organisations to understand the views of citizens and communities and to create opportunities for them to influence policies ² . Increase the opportunities 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 voice of marginalised communities can be heard effectively . |
| Provision of Support to the Voluntary and Community Sector | Acknowledge that organisations in the voluntary, community and faith sector benefits 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. |

² In the Case of the planning Service we will follow prescribed timescales for statutory consultations. This is set out in the Regulations.

Appendix 5: Development Plan Making Stages

| Stage 1: Pre-Production (Evidence Gathering – Identifying Issues and Options) | |
|--|--|
| What happens? | 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. |
| How Long? | 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. |
| Stage 2: Production (Preparing Issues, Alternative Options and Preferred Options Documents) | |
| What happens? | The Council will then incorporate views expressed in the previous stage and the findings of the SA into the production of a draft DPD (Regulation 25). 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. The representations received during this consultation will inform the production of a second draft DPD (Regulation 26) (if the Council deems necessary to undertake this stage of production) or the final proposed submission document. |
| Documents available | The Council will publish the document, and make it available at the Council's planning office, the all libraries in the borough and the Council website. |
| How long? | The Council will formally consult on this document for at least 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. 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. |
| Regulation 26 | After consideration of the results of the Regulation 25 consultation the Council can produce a second draft DPD, if necessary. This document will then be advertised for at least a six week period of consultation. The SA report will also be available for consultation during this period. Representations received during this consultation will inform the production of the proposed submission DPD. 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 the Council decisions or actions. This summary of representations will also be available for inspection at the planning office, all Haringey libraries and on our website. |
| Proposed submission (Regulation 27) | The proposed submission is prepared following the previous consultation stage(s). The document, along with the SA, proposals map and supporting documents will be consulted on for at least six weeks asking respondents to comment on two elements: soundness and legal compliance. |
| Submission | The final version of the DPD will be prepared, called the Submission document. This will be accompanied by the final SA report which sets out the environmental impact impacts of the proposals. The council will submit the final version of the DPD, SA, and Consultation Statement to the Secretary of State (through a planning inspector), published and then be made available in the same way. |
| Stage 3: Independent Examination | |
| What happens? | 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). |
| Documents available | 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 | |
| What happens? | Following the Inspector's report, the Council will incorporate all the recommendations. |
| Documents available | 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 all libraries and the Council's website www.haringey.gov.uk . 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. |

Appendix 6: Supplementary Planning Document Stages

| Stage 1: Pre-Production (Evidence Gathering) | |
|---|---|
| What happens? | 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. |
| Documents available | If any pre-production discussions are undertaken associated documents will be made available at the Council's planning office and on the website. |
| How Long? | This stage may not have a fixed time limit, depending on the nature of the document. |
| Stage 2: Production (Preparing Documents) | |
| What happens? | The Council will prepare and publish a draft SPD, accompanied by a Sustainability Appraisal. |
| Documents available | The Council will publish these documents, and make them available at the Council's planning office and the all libraries in the Borough and the Council website. |
| How long? | The Council will formally consult for six weeks. |
| Then what? | A summary report will be produced outlining any representations received during these formal consultation periods and the Council's response. |
| Stage 3: Adoption | |
| What happens? | The Council will consider representations made to the draft SPD, make any changes as a result, and then adopt it. |
| Documents available | Copies will be made available at the planning office and on the Council website. |
| How long? | There is no consultation at this stage. |

Appendix 7: 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.

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

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

Appendix 8: Consultation policy – neighbour notification³**General Household Developments**

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

Residential Development

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

Major Commercial/Retail Development

| | |
|--|---|
| All major commercial/retail development | 10 adjacent properties on either side of the site, 20 opposite and 20 to the rear of the site |
|--|---|

Change of Use

| | |
|---------------------------------------|---|
| All change of use applications | 3 adjacent properties on either side of site, 6 opposite and 6 properties to the rear |
|---------------------------------------|---|

Advertisements

³ Relevant local resident and tenant groups will also be consulted where appropriate.

| | |
|---------------------------|---------------------------------|
| All advertisements | Residential properties affected |
|---------------------------|---------------------------------|

Conservation Areas and Listed Buildings

| | |
|---|--|
| Applications in Conservation areas or applications for Listed Building Consent | The appropriate CAAC, neighbours as per the description of development. Also notify English Heritage |
|---|--|

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 9: Weekly planning list and statutory publicity

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

| Haringey Council | Other |
|--|---|
| 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

| 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 |

Appendix 10: Consultation policy - internal departments

| Planning Policy Team |
|--|
| All proposals for a major development – 10+ units/1,000m ² |
| 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/1,000m ² |
| 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 2,500m ² |
| Major proposals – 10+ dwellings/1,000m ² (just notification) |
| New residential developments without provision of car parking |

Note: Transport assessments and travel plans are requested on all applications over 2,500 m².

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

| Environmental Health | |
|-----------------------------|---|
| | 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 |

| Legal | |
|---|--|
| | All proposals for a major development – 10+ units/1,000 ² |
| 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 |

| Recreation Services (Arboriculture department) |
|---|
| Development involving the loss of trees |

| Education |
|-------------------------------------|
| Major residential schemes 10+ units |
| Sites for travellers |
| Proposals adjoining school premises |

| Parks Service |
|---|
| Proposals to develop on designated open space |
| Proposals to develop within a park |

| Housing |
|--|
| All major housing developments 10+ units |

| Building Control |
|---|
| All proposals for a major development – 10+ units/1,000m ² |

| Waste Management |
|---|
| All proposals for a major development – 10+ units/1,000m ² |