

Appendix 1

Draft Statement of Community Involvement (SCI)

Appendix 2

Nine tests of soundness

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

Appendix 3

Scoping and pre-consultation activities

Action	What Happened?
Creation of SCI information Booklet and questionnaire	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.
Council website and local meetings	SCI documents were available on the Council's website, and at neighbourhood meetings, areas assemblies, Borough libraries and reception areas at main Council offices.
Local community events	Participated in events such as Tottenham Carnival in June and the Residents Conference in July.
Presentations to local groups	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.
Schools and Colleges	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.
Working with other Council services	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.
Councillors	<p>A members Steering Group was formed to steer the preparation of the SCI.</p> <p>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.</p>

Appendix 4

Public consultation strategy for the public consultation in November

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

Appendix 5

Proposed community involvement methods for relevant planning processes

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

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

Appendix 6

Consultation policy - neighbour notification

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
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Change of Use

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

All advertisements	Residential properties affected
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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
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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"> • Housing Service • Neighbourhood Management • Building Control • Environmental Health • Economic Regeneration • Relevant Councillors • Planning Policy • Recreation Services • Waste Management • Education • Social Services 	<ul style="list-style-type: none"> • 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

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
	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/1,000sqm
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

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/1,000sqm

Waste Management
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.