

Appendix 1 - Haringey Statement of Community Involvement

Adopted 2008

Draft Update 2015



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1. INTRODUCTION

1.1 What is the Statement of Community Involvement (SCI)?

1.1.1 All local planning authorities are required under section 18(1) of the Planning and Compulsory Act 2004 to prepare and maintain a Statement of Community Involvement (SCI). The SCI sets out how Haringey Council's Planning Service will involve local residents, local businesses and other key organisations and stakeholders in the plan-making process and in the determination of planning applications.

1.2 Why is community involvement in planning important?

1.2.1 The shops, services, transport infrastructure and parks we use, to the businesses where we work and the homes we live in, are all the result of planning policies and decisions. Planning is therefore integral to our neighbourhoods, and it's important that the local community and businesses become involved at an early stage and throughout the planning process to help inform how Haringey and the places within it might evolve and develop over time.

1.2.2 This statement therefore demonstrates the various ways that the Planning Service will engage with the community and businesses in both the plan-making process and in decisions on planning applications, and provides an explanation of the planning process and what happens if you decide to become involved. This statement also provides a benchmark against which compliance on planning consultations will be measured.

1.3 Review of the SCI

1.3.1 Haringey's SCI was initially adopted in 2008. It was subsequently updated in 2011 and, four years on, requires a further update to take account of recent changes in planning legislation and to reflect current practises in community engagement, including greater use of electronic communications such as email and social media.

1.3.2 The recent changes stem mostly from the introduction of the Localism Act in late 2011, which sought to speed up both plan-making and the time taken to determine planning applications. In particular, it simplified the plan-making process by reducing the number of informal consultation stages and reduced the status of certain types of planning documents making them less onerous to produce or update.

1.3.3 At the same time, the Localism Act also introduced measures to shift new rights and planning powers to local authorities and local communities. These changes included a new duty on all planning bodies to cooperate on cross boundary planning matters, the ability to introduce a levy on development to help pay for local infrastructure, and the ability for local communities to prepare their own plan for their own local neighbourhood area.

2. THE PLANNING PROCESS

2.1 The Plan-Making Process – Haringey’s Local Plan

2.1.1 It is a statutory requirement that the Council must prepare and maintain an up-to-date Local Plan to guide development in Haringey. The Local Plan is the name given to documents that have special legal status under the Planning Acts. They are known as 'Development Plan Documents' (DPDs) and planning decisions must be made in accordance with any relevant provisions contained within these DPDs, unless material considerations indicate otherwise.

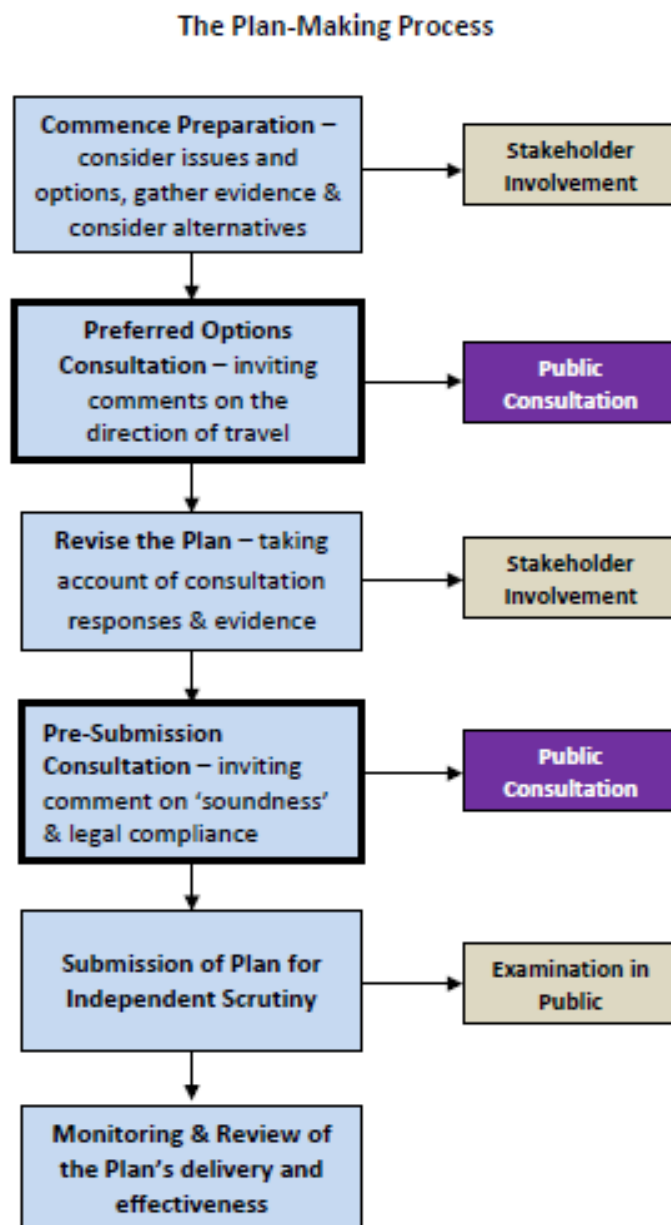
2.1.2 The Local Plan has a 15 year timeframe and comprises a strategic vision and objectives that set out the Council and community’s aspirations for Haringey’s future. It also includes:

- strategic policies setting out where growth will go, and how the environment, open spaces and historic assets will be managed;
- detailed development management policies, which give specific guidance on all development issues such as quality and design standards;
- site allocations, which allocate strategic sites to help deliver the growth set out in strategic policies; and
- mechanisms for delivery and monitoring, to ensure that the plans are being implemented and are effective in managing growth and development.

2.1.3 The content of Haringey’s Local Plan must also be in general conformity with the policies of the National Planning Policy Framework (2012) and the London Plan (2015).

2.1.4 Although not sharing the same 'development plan' status as the Local Plan, there are also Supplementary Planning Documents (SPDs) on certain topics which add detail or contain further guidance on policies in the Local Plan. These documents do not contain policy themselves, but provide useful amplification and additional information for all involved in the planning process.

2.1.5 The process for creating Local Plan documents is shown above, highlighting the stages at which the Council will consult on the documents. Future consultations on



Local Plan documents will need to be carried out in accordance with this Statement of Community Involvement.

- 2.1.6 After a development plan document is adopted, following an independent examination in public, it will be monitored to ensure the plan is delivering on its objectives and to identify any unintended consequences of the plan. This may lead to it being reviewed and modified if the plan's objectives are not being achieved, or to address unexpected changes such as changes to national planning policy or revisions to the London Plan.
- 2.1.7 For more detail on how to get involved and comment on developing planning policy, please see Section 5: *How We Consult - Local Plans*.

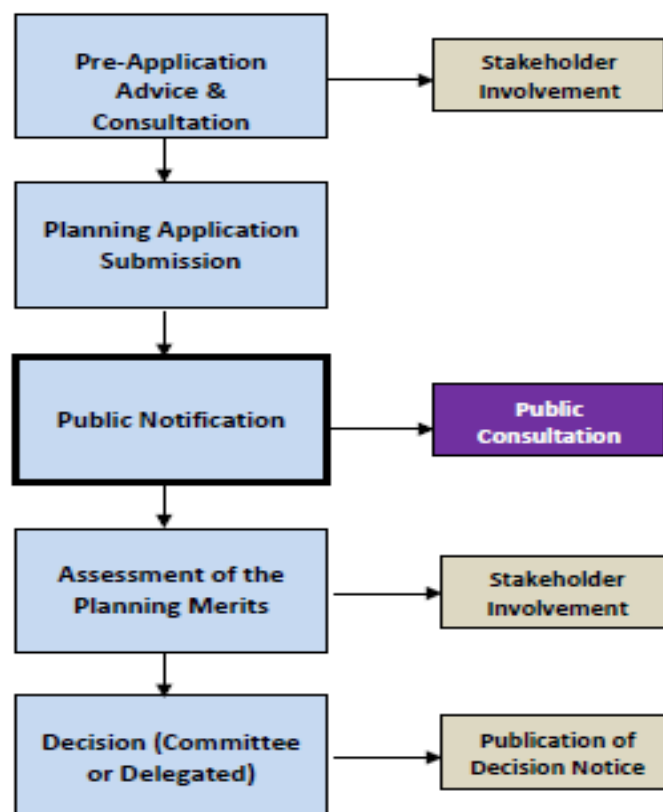
Viewing the Local Plan

All Local Plan documents can be downloaded free of charge at www.haringey.gov.uk/localplan. They are also available to view at the duty planner's office (River Park House, 225 High Road, Wood Green N22 8HQ). Printed copies of the documents may be purchased from the Council on request; for details of charges please e-mail ldf@haringey.gov.uk.

2.2 Planning Applications

- 2.2.1 The planning application process is set out in the diagram below. A planning application arises when permission is sought by someone (an individual, a group, a business, a public body) to use or develop land. Prior to submitting an application, proponents of a proposed development are strongly encouraged to discuss their proposal with likely affected parties, such as neighbours. For complex proposals, pre-application advice should be sought from the Council to ensure any subsequent application addresses the likely key considerations. Further information on pre-application advice and consultation is provided in Section 5 of this statement.

Planning Application Process



- 2.2.2 Once an application is submitted, Haringey Council is responsible for deciding whether planning permission should be granted or refused after considering the policies in the Local Plan, strategic priorities, advice from key stakeholders, representations from the local community, and any other relevant information.

- 2.2.3 Key stakeholders include relevant internal (such as the Highways Authority, drainage engineers, Council's ecologist) and external bodies (such as Sport England, Thames Water, Transport for London). 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 engage this resource at the earliest possible stage of the (proposed) development process. Other relevant information can include general evidence studies relating to housing need or employment land, as well as proposal specific studies such as Flood Risk Assessments and Transport Assessments.

2.2.4 For more detail on how to get comment on planning applications, please see Section 5: *How We Consult – Planning Applications*.

Viewing Planning Applications

To view planning applications and their associated documents including site plans please visit www.haringey.gov.uk/planning. You can view applications by the reference number given to them (as published on site notices and in notification letters) or by searching the property's post code. This will highlight all applications received in the vicinity.

3. CONSULTATION PRINCIPLES

3.1.1 We want our consultations to be as open and accessible as possible. Therefore this document outlines some key principles for effective engagement that we will apply to all our consultations. These principles reflect the Council-wide consultation principles contained in the Haringey COMPACT and those endorsed by the Supreme Court in its recent decision on consultation.

Our Aims

Haringey Planning Service will:

Ensure consultation is Effective –

- By being undertaken at the earliest possible stage in the decision-making process, when proposals are still at a formative stage and when there is scope to influence the outcome.
- By providing relevant information and sufficient reasons for any proposal to permit intelligent consideration and response by all affected parties.
- By targeting consultation to make sure that relevant stakeholders are involved.
- By ensuring the consultation methods used are appropriate in engaging affected parties.

Ensure consultation is Transparent –

- By ensuring the aims, purpose and scope of the consultation, and the issues involved, are clearly expressed.
- By being clear about how the consultation will be run, where information can be accessed and, as far as is possible, what can be expected after the consultation has formally closed.
- By being up front about any potential conflicts of interest and how these are to be appropriately managed to meet public expectations of integrity.
- By requiring all those connected with any proposal, including those commenting, to identify themselves and who they represent when taking part in public consultations.

Ensure consultation is Proportional –

- By ensuring the level of consultation undertaken and resources spent are proportionate to the scale and impact of the proposal.
- By ensuring affected parties have adequate time to consider and respond to the proposals.
- By promoting the use of electronic methods of communication to make participation easier and quicker.

Ensure consultation is Inclusive –

- By involving representatives of a cross-section of stakeholders, ensuring the different needs and views of different sections or groups of the community are considered.
- By utilising a wide range of consultation methods, ensuring that the consultation as a whole is accessible to all including those who are 'hard-to-reach' or are seldom heard.

Ensure consultation findings are Accountable –

- By publicising the responses and providing feedback to participants
- By explaining how the responses to consultation have or have not inform policy or the determination of a planning application.
- By linking to decision-making to robust, consistent and sound grounds.

Ensure consultation material is Coherent –

- By providing useful and clear summaries of the proposals and the main issues to be addressed.
- By ensuring consultation documents, including committee reports, are presented in an easy to read format and utilise 'plain English'.

4. ABOUT HARINGEY'S COMMUNITY

- 4.1.1 It is essential to understand the dynamics of our community in order to recognise the needs of the borough and the barriers that may arise during consultation, in order to effectively produce plans that are inclusive of everyone's views and to ensure people affected by plans and planning applications can voice their concerns.
- 4.1.2 Haringey's population was at 258,900 as of mid 2013 which was a rise of 3,300 since the census of 2011. The GLA projection figures predict that the number will significantly increase to 282,647 by 2020. Haringey accounts for 3.1% of London's population.
- 4.1.3 The borough has a higher proportion of young adults and a smaller proportion of older people compared to London figures.
- 4.1.4 As a result of these significant growth figures in Haringey's population there will be a great impact on housing and social infrastructure, such as health and education facilities, as well as on water and energy infrastructure. For example, Haringey will experience particularly high rise in school numbers to accommodate for the population growth.
- 4.1.5 The borough contains large and diverse black and ethnic minority communities. 65.3% of the Haringey population are made up of non-white British Ethnic Groups. This is higher than both London (55.1%) and England and Wales (19.5%).
- 4.1.6 There is great diversity in Haringey and our community involvement activities need to reflect this diversity and should aim to provide equal access to all. In particular, there are sectors within 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. There are a number of reasons why these 'hard to reach' groups find engagement in planning difficult including inaccessibility, language barriers, cultural perceptions, traditions or social expectations. To try and address these, the Planning Services will:

Language barriers – the diversity of language in the borough means that we will produce documents which are clear, concise, and are available in an electronic format capable of translation. More interactive community involvement activities will also be used such as visual displays and exhibitions.

Children and young people – we will seek to involve young people in decision-making on planning issues through use of more modern consultation tools, such as social media and the use of apps where appropriate.

Low internet access – access to the internet is not available to everyone. The methods selected for community involvement will continue to 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 Age UK 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.

4.1.7 The Council recognises it cannot 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 is committed to getting less actively engaged groups and individuals involved, and to support those who are already involved to support those who are not yet engaged or fully engaged. Appendix 1 identifies methods that will be used for the preparation and revision of Local Plan documents and are 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 2.

5. CONSULTING THE COMMUNITY

5.1 Who We Consult – Local Plan-Making

5.1.1 The Planning Service consults a range of organisations during the process of preparing its Local Plan. Those who are consulted can be categorised into the following types of consultee:

Consultation Bodies	Duty to Co-operate Bodies	These are bodies that would be involved in cross boundary issues such as Neighbouring boroughs
	Specific consultation bodies	Statutory bodies such as adjoining boroughs and government agencies
	General consultation bodies	National and local community and voluntary groups, businesses and other stakeholders
	Other Consultees	Other groups which will be consulted on specific issues, some of whom are under-represented or hard to reach

5.1.2 **Duty to Co-operate Bodies** - The Localism Act 2011 places a 'duty to co-operate' on local planning authorities and neighbouring boroughs for any cross boundary issues. There is also a requirement for the Local Authority to co-operate with various public bodies for any cross boundary issues. These bodies play a key role in delivering local aspirations, and cooperation between them and local planning authorities is vital in order to make Local Plans as effective as possible on strategic cross boundary matters. The bodies should be proportionate in how they do this and tailor the degree of cooperation according to where they can maximise the effectiveness of plans. These bodies include:

- the Environment Agency
- Historic England
- Natural England
- the Mayor of London
- Civil Aviation Authority
- Homes and Communities Agency
- Clinical Commissioning Group
- National Health Service
- Office of Rail Regulation
- Transport for London
- Highways England
- Marine Management Organisation.
- Adjoining boroughs:
 - Barnet
 - Camden
 - Enfield
 - Hackney
 - Islington
 - Waltham Forest

5.1.3 **Specific Consultation Bodies** - The specific consultation bodies are groups that have expertise and knowledge in a particular subject. Many of the consultees in this list are also in the Duty to Co-operate list such as the Mayor of London. However this list is not exhaustive and may depend on the nature of the consultation. Examples are:

- The Mayor of London
- Natural England;
- The Environment Agency;

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- Historic England;
 - Highways England,
 - Network Rail;
 - Mobile Operators Associations;
 - The NHS, PCT and CAAG
 - Gas and electricity operators;
 - Thames Water

5.1.4 **Partnership Bodies** – which includes bodies such as the North London Strategic Alliance, the London Stansted Cambridge Consortium and the North London Waste Authority.

5.1.5 **General Consultation Bodies** – which includes the following:

- Recognised voluntary bodies, active within the local area whose activities benefit any part of the Borough
- Recognised bodies which represent the interests of different racial, ethnic, or national groups in the Borough.
- Recognised 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 different age groups in the Borough
- Bodies which represent the interests of persons carrying out business in the Borough.

5.1.6 **Other Consultees** – this includes local representative bodies who are 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.

5.1.6 In addition to the above, the Council also maintains a database of local individuals, organisations and businesses that have indicated they wish to be actively engaged in plan-making in Haringey. The database currently has over 1,000 consultees, and is continually updated. Everyone on the list is notified of any public consultation on any Local Plan document. Organisations, groups and individuals that wish to be added or deleted from the database can do so at any time by contacting the Local Plans team (See box below for details). This database includes specific consultation bodies, as prescribed in the Regulations, as well as individuals and groups who have previously responded to consultation on a particular planning document.

Consultation Database - Be Included

If you wish to receive notifications about future consultations on new town planning documents, please email ldf@haringey.gov.uk or call 02084891479 or write to the Planning Policy Team, London Borough of Haringey, 225 High Road, London N22 8HQ to be added to our database or to have your details amended.

5.2 How We Consult - Local Plan-Making

5.2.1 In addition to contacting the above organisations and contacts on the consultation database about new consultations, the Council will also engage in the ways detailed below.

Haringey Council Committees and Ward Members

5.2.2 Local Plan documents are submitted to the Council's Regulatory Committee and Cabinet for comment and approval before being subject to public consultation. The Regulatory Committee can recommend changes to the document and is used to help guide the development of the plan before it is sent to Cabinet for approval for consultation. Full Council (all elected Councillors) approves the final versions of Local Plan documents for pre-submission consultation and submission to the Secretary of State for independent examination and for formal adoption.

Consultation Internally

5.2.3 Planning Services consult widely with other Council departments when and where relevant to ensure the Local Plan reflects other Council initiatives and strategies, and that specialist feedback is incorporated where necessary.

External Consultation

5.2.4 All Local Plan documents will be published for comment for at least a six week period. A number of different methods will be used to ensure that as wide a range of people and organisations are informed of the development of new plans for the Borough. These will include, as a minimum:

Consultation Methods

- Public Notice in the local press
- Notification emails / letters to consultees on the Planning Service's consultation database
- Notification letters to directly affected parties (i.e owners and occupiers of buildings and land with proposed site allocations)
- Notification via Council's online social media such as Blogs and social networks
- Plans and supporting information will be published on the Council's website and made available to view and on short-term loan in local libraries
- Public roadshows and Drop-in Sessions in areas affected by the plan at stage one of the statutory preparation process
- Presentations at meetings of stakeholders and interested parties' forums
- Summary information / web based guides on the key issues
- Consultation with key stakeholders as identified above

5.2.5 Other methods that may be utilised to ensure effective engagement include Forum Groups, Media Briefings, Community Surveys, Workshops, and Public Exhibitions, alongside any other relevant method of engagement (See Appendix 1). Efforts will be made to utilise online social networks and other e-tools to help publicise and improve engagement with us. Planning Services would welcome any suggestions as to how we can engage with you in a meaningful way. Any suggestions can be emailed to ldf@haringey.gov.uk and will be considered for future events.

5.3 Consultation Results

5.3.1 After the close of a consultation, the Local Plans team will consider the comments received and will prepare a revised Local Plan document. All responses will be made available online, alongside a consultation statement which will detail:

- Compliance with the Duty to Co-operate
- Who was consulted and how they were consulted
- A summary of the main issues raised from the comments
- How the comments have been taken into account in the revised document

5.3.2 Where possible (resource dependent), a full schedule of comments with detailed officer responses will also be prepared.

5.4 Who We Consult – Planning Applications

- 5.4.1 Planning applications arise when permission is sought by someone (an individual, groups, businesses, public authority) to change the use of or develop land. Haringey Council is responsible for deciding whether planning permission should be granted or refused after considering the policies in the Local Plan, 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.
- 5.4.3 The nature of the application will decide who will be consulted. Appendix 3 set out the guidelines for who needs to be consulted on particular applications and how.
- 5.4.4 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. For large and controversial major applications the Council will discuss with the applicant the potential for taking the proposal to a development management forum, pre planning committee and the Quality Review Panel at the pre-application stage. 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 be taken into account when making a decision. Planning decisions are made in accordance with the Council's adopted local plan and taking into account relevant considerations such as impact on local amenity, impact on transport and social infrastructure.

5.5 How We Consult – Planning Applications

5.5.1 The Council must make decisions on all valid planning applications received. These range from simple house extensions to new office developments, retail stores to large housing developments.

5.5.2 Local authorities are required to publish details of all planning applications. Every week, the Council publishes a list on its website summarising all planning applications validated. This list sets out for each application: site name and address; nature of proposal and the name of the Planning Officer that will be dealing with the application. This list is posted on the Council's website <http://www.haringey.gov.uk/housing-and-planning/planning/planning-applications/current-planning-applications/view-and-comment-current-applications/planning-application-lists>. Certain types of planning application are also publicised in the local newspaper.

Notification

We will use a combination of the following methods to notify the community about planning applications:

- Site Notices and / or letters to adjoining properties (or surrounding area for major proposals)
- When developed, email notifications of applications for your chosen area and or SMS/other electronic notifications
- Council's website will contain all the application details and plans
- Publication of weekly list of applications
- Press Notice (for major applications, listed buildings and planning applications in a conservation area)

5.6 Pre-Application Advice

5.6.1 Charged 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.

5.6.2 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.

5.6.3 For major schemes relevant teams within the Planning Service (Design and Conservation, Strategic Sites, Transport and the relevant policy officer from Planning Policy) will have input into discussions as necessary.

5.6.4 Where appropriate, all Major Applications for residential and non-residential development should be considered by the Quality Review Panel at pre-application stage alongside 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 agreement of the Head of Development Management. The charge for this service is set out on the Council's website.

5.6.5 For further details on Council's pre-application service, please visit <http://www.haringey.gov.uk/housing-and-planning/planning/planning-applications/pre-application-guidance>

5.7 Pre-Application Consultation

- 5.7.1 It is the responsibility of applicants of major schemes to undertake early community involvement before applying for planning permission. The Council will recommend that this is undertaken. The Council will recommend the use of community involvement methods set out in paragraph Appendix 2. We also recommend that applicants follow the procedure below:
- (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.
 - (d) In accordance with the Planning Protocol 2014 most major applications will be required to be presented at a Development Management Forum and to a pre-application briefing of the Planning Sub Committee. Where a Development Management Forum takes place the Council will put up site notices and send emails to local groups and councillors advising them of a proposed meeting. Details of Planning Sub Committee briefings will be available on the Council's website.
- 5.7.2 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, and 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.
- 5.7.3 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 cannot however 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.

Developer Consultation Requirements

The Council expects developers to meeting the following pre-application consultation requirements as a minimum:

- Public Notice or press release in the local press
- Notification letters to directly affected parties (i.e. owners and occupiers of buildings and land within the vicinity of the proposed development site)
- Leaflet drops and posters
- Public meetings, including Exhibitions, Displays, Workshops & Focus Groups in a suitable location and at suitable times of day

5.8 Submitting a Planning Application

- 5.8.1 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 on the Council's website.

- 5.8.2 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. Details of the Council's information requirements which applicants and agents are expected to provide with their application is available on the Council website.
- 5.8.3 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.
- 5.8.4 All planning applications once submitted will be subject to public consultation. Anyone can make comments on planning applications regardless of whether they are directly affected or not. Comments must be made within 21 days from the date of the notification. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. All comments and written representations are taken into account when the planning application is considered.
- 5.8.5 The Council will consult with any statutory body required in accordance the Development Management Procedure Order 2015. Adjoining Borough Councils will be notified if the site is near a Borough boundary and is likely to affect the neighbouring Borough.

Consultation Methods

- All applications and supporting documents will be published online
- A newspaper advertisement will be published as required by statute
- Site notice or notification letters to residents will be issued
- When developed, email notifications of applications for your chosen area and or SMS/other electronic notifications

- 5.8.6 The process for submitting comments on applications is necessarily formal, given the need to determine applications in a timely manner. Therefore the following requirements apply to anyone wishing to comment on an application:
- All comments must be received in writing within the consultation period (normally 21 days)
 - Comments can be submitted by email, letter or online using the appropriate form
 - Late comments will be considered where circumstances allow
- 5.8.7 To submit comments online you must first search for the application at the address above, and then click the 'View Details' tab. From here there is a 'comments' tab that can be used to submit your representations. Please note that only material Planning Considerations will be taken into account, such as Local Plan policies compliance, and other site specific issues such as overlooking, transport problems, layout and design, amongst many others.
- 5.8.8 The determination of planning applications is a transparent, public process. Therefore representations made on planning applications will be made available to members of the public to view alongside all other application material and are included in the Council's report on the application. Where requests are made to withhold addresses these will be considered however anonymous representations on local amenity issues will not hold as much weight as ones where locations can be identified and impact assessed.

5.9 Changes to proposals after the application has been submitted

5.9.1 While there is no legal requirement to allow for amendments to submitted planning applications, or to re-consult neighbours on the change proposed, the National Planning Policy Framework encourages local planning authorities to work with applicants in a positive way. Where the Local Planning Authority accepts material amendments to a live application (noting that in most instances changes are made to meet objections), the Council will consider the following before deciding whether to re-consult:

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?

5.9.2 If the Council decides to re-consult responses will be shorter than the initial 21 days, usually it will be 14 days.

5.10 Negotiations with the applicant

5.10.1 The Council will negotiate with the applicant as appropriate so that a scheme is more acceptable in planning terms. Small amendments in order to make an application acceptable are likely to be negotiated although larger amendments are usually resisted.

5.11 The Decision

5.11.1 After the statutory consultation period (21 days) has ended, the officer in charge of the case will make a recommendation to either grant or refuse the application. The final decision will be made in accordance with Haringey Council's scheme of delegation. The vast majority of planning applications (90%) are dealt with by officers under delegated powers. Major applications recommended for approval and applications where the Council is the applicant are determined by Planning Committee.

5.11.2 The Planning Sub-Committee is made up of elected Councillors and meets regularly throughout the year so that the committee can decide whether to grant or refuse planning permission.

5.11.3 During the Committee meeting Members consider:

- Planning application reports, which are made public five working days before the meeting.
- Planning officers' presentation describing relevant characteristics of the sites, the proposed scheme, material planning considerations and any addendum to the Planning Application report.
- Representations from those who have made arrangements to speak.

5.11.4 Further details on how to attend a Planning Sub Committee meeting are available on the website http://www.haringey.gov.uk/index/housing_and_planning/planning-mainpage/applications/planning_sub_committee.htm#presentingviews

5.12 Councillor Involvement

5.12.1 The meetings of the Planning Sub-Committee are open to the public so that anybody can hear the discussion on planning applications. Members of the Committee make decisions on planning applications taking into consideration the advice of the officers. The officer's report includes a recommendation to the Committee, whether

to grant or refuse permission, but the Committee's decision is not bound by the recommendation.

5.12.2 The Planning Committee must make its decision based on all of the information available to it and, therefore, Members of the Committee are duty bound not to pre-determine applications in advance of the Planning Committee meeting and any relevant Member interests in a proposal must be declared in accordance with Council procedures.

5.12.3 Where a Committee application is recommended for grant there is a scheme in place to allow up to 2 objectors to make verbal representation (for up to three minutes each) regarding the proposal at the Committee meeting.

5.13 Where We Won't Consult

5.13.1 Planning Services will not normally consult on the following types of applications:

- Certificate of lawfulness of proposed use or development
- Certificate of lawfulness of existing use or development
- Details pursuant to conditions
- Non-material minor amendment applications
- Tree Applications
- Advertisements

5.13.2 This is because they are assessed against legal tests set out in planning legislation. There is no scope to take into account representations when making the decision on these types of applications.

5.14 Publicising Decisions

5.14.1 Everyone who makes a comment on a planning application that is to be determined by committee will be advised of the date of the planning committee. Delegated and committee decisions are included on the 'Planning Decisions List on the Council's website. If the application is refused, and an appeal against this decision is lodged with the Planning Inspectorate, all those who made a representation to the refused application will be advised in writing of the appeal and the process the appeal will following, including information on how they can participate in the appeal.

6. LOCALISM AND NEIGHBOURHOOD PLANS

6.1.1 The Localism Act, which received Royal Assent on 15th November 2011, introduced new rights and powers to allow local communities to shape new development by preparing a neighbourhood plan. In areas such as Haringey, where there are no town or parish councils, the Act allows neighbourhood planning to be taken forward by 'neighbourhood forums' composed of local community groups. These forums have the power to prepare neighbourhood development plans, that must be in general conformity with the strategic policies of the Local Plan, to be put to the wider community for approval by means of local referendum. It is the Council's role to agree the neighbourhood forum for the neighbourhood area and to help publicise and organise a referendum and examination of the neighbourhood plan. For more information on neighbourhood planning, including information on how to set up a neighbourhood forum and start preparing a neighbourhood plan, please visit the following websites:

<http://www.planningportal.gov.uk/inyourarea/neighbourhood/>
<http://www.gov.uk/government/publications/localism-act-2011-overview>
<http://locality.org.uk/projects/building-community/>

6.1.2 A neighbourhood plan should support the strategic dev needs set out in the Local Plan and plan positively to support local development (as outlined in paragraph 16 of the National Planning Policy Framework)

6.2 What the Council Will Do

6.2.1 The Council will provide support to the forum steering group to co-ordinate the fulfilment of its functions in relation to the establishment of any neighbourhood forum and the preparation of any neighbourhood plan. This will involve a ward Councillor, and relevant Council officers who will liaise with the forum, and advise on the extent of the neighbourhood plan area and matters of conformity with the Borough's Local Plan.

6.2.2 Once the plan has been developed and consulted on by the community, it will be submitted to the Council, and the Council will check it to ensure due process has been followed in accordance with the Localism Act 2011. If this is found to be so, the Council will organise an independent examination of the document in collaboration with the forum.

Examination Support

The Council will facilitate community involvement in the examination process by:

- Publicising the Examination dates in the local press
- Providing a web page with all relevant information on it
- Organise the Examination venue
- Make available key documents at accessible locations in the area affected e.g. libraries

6.2.3 If the document is approved by the independent examiner, it will be subject to a referendum by the community / businesses affected. This will be co-ordinated by the Council and will normally be open to anyone eligible to vote in the area, but this may be extended by recommendation of the examiner if certain policies are seen to have implications on certain groups / communities.

Referendum Support

- To facilitate full participation in the referendum process the Council will:
- Advertise the referendum in the local press
- Place all content and information on the Council's website and, where possible and appropriate, use new online social media such as Blogs or social networks
- Dispatch notification emails / letters to affected residents / businesses
- Facilitate meetings with interested parties to ensure that the referendum is understood
- Provide summary information / web based guides on the key issues

6.2.4 The Council will publicise the referendum in accordance with the referendum regulations as run by the Council's electoral department, and will also help the forums contact interest groups, statutory bodies and other societies to aid in successful consultations.

6.2.5 It should be noted however that in developing a Neighbourhood Plan, most of the responsibility for consulting the community affected falls to the Neighbourhood Forum. It will be expected that the forum will undertake consultations broadly similar to that outlined in section 5: *How We Consult - Local Plans*. Further guidance on how to undertake consultations may be given by the Council, but the onus and costs (excluding the examination and referendum) must be borne by the forum.

6.2.6 For further details and support, it is recommended that you contact Planning Aid (or any subsequent replacement service), who may be able to offer financial assistance and guidance in developing a neighbourhood plan www.rtpi.org/planningaid . The Council's Planning Service may also offer further guidance, and can be contacted in the first instance.

7. REVIEWING THE STATEMENT OF COMMUNITY INVOLVEMENT

- 7.1.1 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 Local Plan 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: Community Involvement Methods

Community involvement methods	Planning process
Information by letter (available in different formats)	Development Plan Documents Supplementary Planning Documents Planning Applications unless a site notice has been posted or an email sent
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 as required by
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. Quality Review Panel, Conservation Area Advisory Committee (CAAC),	Development Plan Documents Supplementary Planning Documents Most Major Planning Applications or Applications within Conservation Areas as recommended by officers

**Participatory forums/Community forum
e.g. DM Forum, Stakeholders Forum, HSP
Forums**

Development Plan Documents
Most Major Planning Applications
as recommended by officers

Community involvement methods	Planning process
Planning for Real (PFR)/ Workshops	Development Plan Documents Supplementary Planning Documents Major Planning Applications (by developers)
Social Media	Development Plan Documents Supplementary Planning Documents Most Major applications as recommended by Officers

Appendix 2: 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. Quality Review 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 3: Consultation policy – neighbour notification³**General Household Developments**

Rear extension	Site notice or All Adjoining properties and affected properties to the rear
Rear roof extension	Site notice or All Adjoining properties and 3 properties to rear
Front roof extension	Site notice or All Adjoining properties and properties directly opposite to the front
Material alterations to front elevation	Site notice or All Adjoining properties and properties directly opposite to the front
Erection of domestic garage to front	Site notice or All Adjoining properties and properties directly opposite to the front
Erection of boundary fencing	Site notice or Adjoining properties
Crossovers	Site notice or Adjoining properties
Erection of garden sheds, covered	Site notice or Adjoining properties and all properties abutting the site

Residential Development

Conversions	All conversions	Site notice or Application property, all Adjoining properties and 3 properties at the front and back
	Conversions involving alterations to front elevation	Site notice or All Adjoining properties and properties directly opposite to the front
	Conversions involving rear alterations/ground floor extensions	Site notice or All Adjoining properties properties directly affected at the rear
New Build	All new build residential development sites	Site notice or All Adjoining properties and those directly opposite and directly to rear of site
	All major residential development (10+ units)	Site notice or Adjoining properties and those considered to be directly affected

Major Commercial/Retail Development

All major commercial/retail development	Site notice or Adjoining properties and those considered to be directly affected
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Change of Use

All change of use applications	Site notice or Adjoining properties and those considered to be directly affected
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Advertisements

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

All advertisements Site notice or those required to be consulted by statute

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 Heritage England where specified in regulations

