

# Statement of Community Involvement

July 2016

---

## Contents

1. What is the Statement of Community Involvement?
2. Our principles for involving the community?
3. How we will involve the community in preparing planning policies
4. How we will involve the community in planning applications
5. Resources and review
6. Where you can get more help

### Appendices

Appendix 1 - Statutory Consultees for planning applications

Appendix 2 - Statutory Consultees for planning policy documents

## 1. What is the Statement of Community Involvement?

1.1 Our Statement of Community Involvement (SCI) sets out how we will involve local people, local businesses and other key organisations and stakeholders when we prepare our planning policies and consider planning applications. All local planning authorities are required under section 18 (1) of the Planning and Compulsory Purchase Act 2004, to prepare and maintain a SCI,

### 1.2 The SCI sets out:

- what we involve the community on;
- when we will involve the community;
- how we will involve the community; and
- who we will involve.

### Reviewing our SCI

1.3 Our first SCI was adopted in 2006 and was last revised in 2011. Since then there have been a number of changes in planning legislation and changes in current practices in community engagement, including greater use of electronic communications and social media which need to be reflected in this SCI review. The Localism Act in 2011 introduced a number of significant changes, including seeking to speed up both the plan-making process and the time taken to determine planning applications.

1.4 The plan-making process was simplified by reducing the number of consultation stages, whilst also introducing measures to shift new rights and planning powers to local authorities and local communities. These changes also included a new 'duty to co-operate' on cross boundary issues and the ability for local communities to prepare their own plans for their local neighbourhood areas.

1.5 As Camden's continues to receive less funding from Central Government it becomes necessary to take tough choices about funding local services. Opportunities to find cheaper and more effective ways to engage with those who live, work and play in the borough must be considered. While the Council is keen to engage, beyond the statutory minimum this must be cost effective as possible.

1.6 The SCI review also takes into account:

- the experience of people and organisations we have consulted and engaged with;
- the experience of the Council;
- changes to legislation and national policy;
- the need to involve the community in effective and efficient ways.

1.7 Following consultation and engagement on this draft Statement of Community

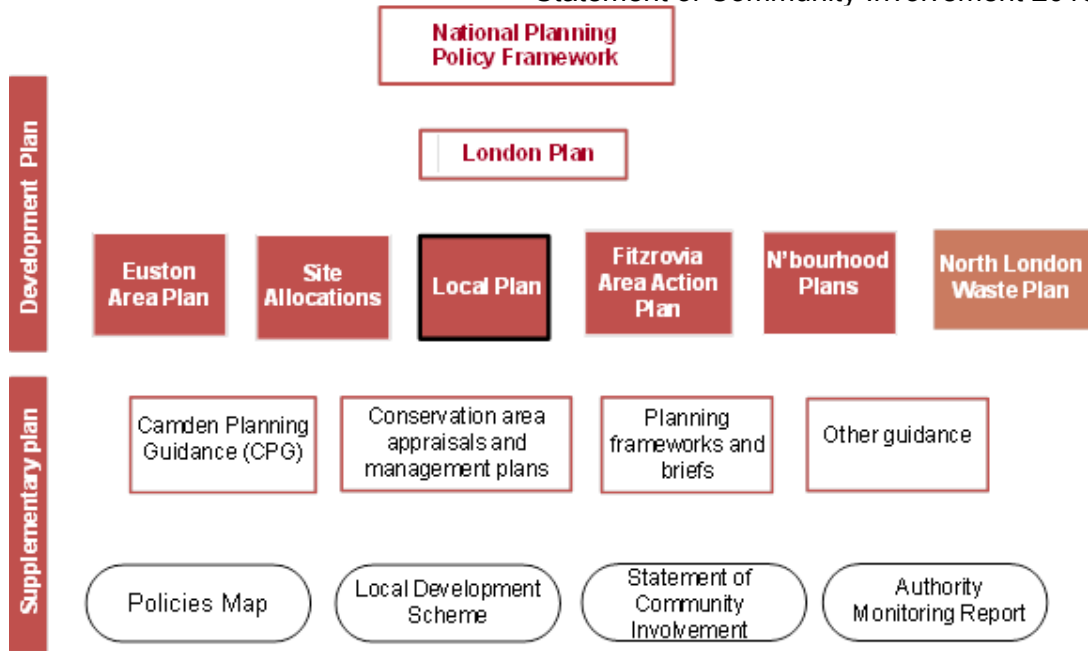
Statement of Community Involvement 2016  
Involvement, we will consider the comments we receive and amend, and then adopt, our revised SCI.

### **Why is planning important?**

- 1.8 Planning directly affects our physical environment - where we work, live and spend our leisure time. In doing so it also influences our quality of life and general well-being.
- 1.9 Through planning, we can preserve the best of what already exists in our surroundings, make sure that new buildings are designed to a high standard and ensure that the right uses are in the right place. Planning also helps to secure facilities such as affordable housing and open space.
- 1.10 Planning is therefore fundamental to shaping the neighbourhoods in which we all live and work. National Planning Policy Framework (NPPF) mentions that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential and a wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area.
- 1.11 By getting involved and having your say when we prepare our planning policy documents, and on specific planning applications, you can help to shape the way your local environment looks and works.

### **The relationship of the SCI with other council strategies**

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



## 2. Our principles for involving the community

### The benefits of involving the community

2.1 Local communities are those that are most affected by development in their areas and are also those who know the most about their neighbourhood. There are many benefits to involving local communities in considering planning applications for their area, as well as in plans for the locality and the borough.

2.2 These include:

- benefiting from the detailed local knowledge, expertise and perspective of local people, organisations and community groups;
- greater support for policies, strategies and decisions;
- community commitment to the future development of their area; and
- improving the quality of life, and of the built and natural environment, within Camden.

### Our approach to involving the community on planning

2.3 We want to ensure local communities are better informed about planning and more involved in delivering the planning service.

2.4 To achieve this we aim to follow these additional principles:

- promote the use of electronic methods of consultation including email and the Council's website to make involvement easier, quicker and more cost effective;
- be open about the constraints imposed by regulations and already agreed policy;
- be realistic about the opportunities for change in any consultation;
- give feedback to comments made in consultation;
- be clear and helpful in guiding people through the planning process;
- be transparent in the way planning decisions are carried out;
- be inclusive in consultation so that a good range of views of those who live and work in the borough are obtained;
- use consultation methods that are appropriate to the stage of the planning process, the issues being considered and the community involved; and
- seek views at the earliest possible stages and throughout the planning process.

2.5 Our planning and regeneration service's consultation practice meet our legal requirements for consultation on plan making and planning decisions. We will review, and, wherever possible, seek to improve how we consult and involve the community, subject to the availability of resources and other relevant considerations.

## Who we will seek to involve

- 2.6 We want to know the opinions of the people who live in the borough, as well as the views of those who work in and visit Camden.
- 2.7 The groups we will involve in planning matters include:
- our residents;
  - organisations whose activities affect life in the borough - such as the police, the health service and the Mayor of London;
  - conservation area advisory committees;
  - tenants and residents associations;
  - neighbourhood forums;
  - voluntary organisations;
  - organisations that represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, age, disability, sexuality and gender;
  - developers and landowners; and
  - businesses and business partnerships.

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

- 2.8 We want to make sure that everyone has an equal opportunity to make their views known about how their community is planned and developed. However, we recognise that the planning system can be difficult to understand and that this means some people may find it hard to get involved.
- 2.9 We will seek to involve those who don't normally get involved in planning, for example by using existing groups and forums, such as the Mobility Forum, Multi Faith Group and the Lesbian Gay Bisexual Transgender Group. As part of this, where appropriate, we will identify issues that may be of interest to specific groups in the community.
- 2.10 **We will:**
- advertise and explain the use of email alerts and the Camden Account in the Camden magazine, web news articles and mailings to targeted groups;
  - support users in switching to electronic consultation methods through training sessions delivered within the community;
  - improve the accessibility and ease of submitting comments using the planning pages of the Council's website and
  - establish contact with key groups to raise awareness of changes to current planning consultation processes including members of hard to reach groups
- 2.11 **We will also:**
- hold events at accessible times and locations;
  - provide information that is concise and easy to read and that complies with the Council's standards, including making translated, large print and audio

versions available.

- 2.12 We will review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback and satisfaction survey responses.

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

- 2.13 We produce a range of planning policy documents which set out our strategy, policies and guidance for managing growth and development in Camden. The Council will use these documents when it makes decision on planning applications.

- 2.14 The planning policy documents include:

- **Core Strategy** - sets out the key elements of the Council's planning vision and policies;
- **Development Policies** - sets out additional planning policies that will be used when making decisions on planning applications;
- **Local Plan** – once adopted this will replace the Core Strategy and Development Policies and will set out the Council's planning vision and policies
- **Site Allocations** - sets out proposals for sites that are expected to experience significant development;
- **Area Action Plans** - set out a detailed framework for areas with significant development pressure or change;
- **Neighbourhood Plans** – (prepared by the local communities) set out detailed policies for defined neighbourhood areas
- **Supplementary planning documents** - provide detailed guidance on how our planning policies will be implemented for specific topics;
- **Planning briefs** - provide detailed guidance on how our planning policies will be implemented for specific sites or areas;
- **Conservation Area Appraisals and Management Plans** - set out what defines the special character of each conservation area, and our approach to their preservation and enhancement;
- **Local Development Scheme** - sets out our timetable for producing Camden's planning policy documents and strategies ; and
- **Authority Monitoring Report** - assesses the performance of our planning policies documents by considering their performance against a set of indicators.

### Stages in the preparation of plans

- 2.15 There are two main types of planning policy documents. The most important - **development plan documents (or DPDs)** - make up the 'development plan' for the borough, the starting point for our planning decisions. Our decisions have to be in line with the development plan unless indicated otherwise by



Statement of Community Involvement 2016  
 other important matters (sometimes known as ‘material considerations’). Our Core Strategy, Development Policies, Sites Allocations and Area Action Plans (and Local Plan once adopted) are examples of this type of plan, which have to be prepared in accordance with planning law and regulations. Neighbourhood Plans also form part of the statutory ‘development plan’ once approved but these follow a separate process detailed separately below.

- 2.16 **Supplementary planning documents (or SPDs)** are the other type of planning policy documents. They do not have as much weight in decisions as development plan documents but play an important role in giving more information and detail on how our planning policies will be applied. Examples of this type of planning policy document are planning briefs and our Camden Planning Guidance documents.
- 2.17 The process we have to follow when preparing these planning documents is set out below. The main opportunities for community involvement at each stage are highlighted. The stages are in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and amendments. How we will engage follows this.

#### Stages in the preparation of a development plan document

Stage	Opportunity to get involved
Pre-production evidence gathering and stakeholder involvement	Research and evidence gathering to underpin the plan may involve consultation with relevant stakeholders.
Public participation in the preparation of the plan (Regulation 18)	This is a widespread process which may involve more than one stage of consultation depending on the document and the nature and scale of issues involved. This is the key stage to get involved and shape the plan content. Formal consultations will run for a minimum of six weeks.
Publication and submission of plan to the government (Regulations 19, 20 and 21, 22)	<p>We will consult on the ‘submission’ version of the plan for a minimum of 6 weeks.</p> <p>This stage is for parties to submit comments on the ‘soundness’ of the plan prior to submission to the government.</p> <p>A summary of all the consultation, the main issues raised and how these were taken into account will be submitted alongside the plan to the government.</p>

Stage	Opportunity to get involved
<p>Examination of the plan by a Planning Inspector (Regulation 24)</p>	<p>Relevant consultees and those who made a representation at the submission stage will be notified of the examination.</p> <p>The examination includes consideration of the comments received during the previous stage and will involve public examination hearings. Those who responded may be invited to attend an examination hearing by the Inspector.</p> <p>The examination may result in the Inspector posing additional questions for the Council and other bodies making representations. This information / correspondence will be made publically available.</p>
<p>Publication of the Inspector's recommendations (Regulation 25)</p>	<p>Following the Examination the Inspector will publish a report which assesses the 'soundness' of the planning document.</p> <p>This report will contain the Inspector's recommendations and any Modifications (if necessary) to the planning document. This report will be publicly available</p> <p>If considered to be significant 'material changes' the Inspector can advise a further round of public consultation, usually for 6 weeks</p>
<p>Adoption of the plan by the Council (Regulation 26)</p>	<p>This is the final stage where the plan is formally adopted by the Council.</p>

**Stages in the preparation of a supplementary planning document (SPD)**

Stage	Opportunity to get involved
Development of evidence base and preparation of draft SPD	This may involve a range of different consultation and engagement activities depending on the topics and coverage of the SPD.
Public consultation on the draft supplementary planning document (Regulation 12 & 13)	This is the key stage to shape the content of the plan.  Statutory minimum of four to six week period for parties to submit representations.
Adoption of the supplementary planning document by the Council (Regulation 14)	This is the final stage where the plan is formally adopted by the Council and an adoption statement is published. The council is required to inform anyone who asked to be notified and will inform those on the local policy database.

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

- 2.18 We are required to consult a wide range of organisations, groups and stakeholders during the process of preparing our planning policies and want to ensure that all relevant people have the opportunity to help shape these documents.

**Specific and General Consultation bodies**

- 2.19 We are required to seek views from a range of general and specific consultees who are relevant to the document being prepared. These may be groups that have expertise and knowledge in particular subjects or represents specific interest groups.
- 2.20 These may include:
- amenity groups;
  - tenants/residents associations;
  - businesses based in the borough;
  - infrastructure providers;
  - organisations that represent the interests of specific parts of the community;
  - land owners; and
  - anyone else who has requested to be involved.
- 2.21 The full statutory requirements are set out in Annex 2
- 2.22 **Other consultees** - We also maintain a database of people and organisations who wish to be informed about opportunities to be involved in, and progress on, the preparation of our planning policies. We will use this database at each relevant stage of the plan production to update on progress. Please email

2.23 **Duty to Cooperate bodies** - The Localism Act 2011 places a ‘duty to co-operate’ on local planning authorities and neighbouring boroughs for any cross boundary issues. There is also a requirement for the local authority to co-operate with various public bodies for any cross boundary issues. These bodies play a key role in delivering local aspirations and cooperation between them and local planning authorities is vital in order to make planning policies as effective as possible on strategic cross boundary matters. The duty is to cooperate, not to agree. The bodies are set out in Annex 2.

### How we will involve the community in preparing policies

2.24 The ways that we may use to involve the community and stakeholders in the production of planning policy documents are set out in the table below.

- 2.25 The methods we use at any particular stage will depend on:
- the appropriateness of the method for that particular consultation;
  - the nature of topic being considered;
  - the geographic coverage of the document;
  - the stage of the planning process reached;
  - the need for specialist knowledge; and
  - the availability of resources.

### Ways of involving the community in preparing planning policy documents

Method of involving the community	Explanation
Website	All planning policy documents, consultations and supporting information will be available on our website. We may also use the website for online comment forms, questionnaires and feedback or other consultation websites such as vox up.
Social Media	We may use social media, such as twitter, or online blogs.
Email	We will use emails as our main method of communication. Emails may include information on consultations, responses, and the stage of preparation reached, adoption and general updates.
Planning Policy database	We will email updates from this database to keep people updated on all relevant planning policy matters. If you would like to be added to this database, please email <a href="mailto:planningpolicy@camden.gov.uk">planningpolicy@camden.gov.uk</a>

Local press	We may advertise certain consultations and stages of plan preparation in the local press. These adverts will let you know where you can find more information and how to get involved.
Meetings	We may meet with groups and organisations relevant to the document being prepared. We may also hold public meetings where individuals can contribute their thoughts.
Attending group meetings	We may offer to attend meetings which are held by existing groups to discuss, clarify or explain issues or documents.
Workshops	Workshops and facilitated events may be appropriate to discuss issues in detail and ensure that a range of people have a chance to express their concerns.
Exhibitions	Exhibitions may be used to explain specific proposals and, when staffed, are useful for clarifying our approach and generating feedback.
Targeted meetings	It may be necessary to arrange meetings with groups who do not normally respond to planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level.

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

2.26 When a consultation ends we will consider the comments we have received and prepare a revised version of the policy document. We will also produce a consultation statement, which will set out:

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

2.27 The summary will be published on our website alongside the consultation documents.

### Adoption of planning policies

2.28 Once we have followed the steps in the tables on pages 10 and 11, the policy document will be formally adopted by the Council. Development Plan Documents must be adopted by Full Council. Supplementary Planning Documents will be adopted by the Cabinet Member for Regeneration, Transport and Planning.

### Sustainability Appraisal

2.29 The Council is required to carry out a Sustainability Appraisal for some of the

planning policy documents listed above, which may include Strategic Environmental Assessment (SEA) An integrated Sustainability Appraisal (including SEA) assesses how a plan meets environmental, economic and social objectives. It is intended to improve the planning system's ability to promote sustainable development. We will consult relevant stakeholders on the 'scope' of the appraisal prior to its start. We will publish the Sustainability Appraisal alongside the planning policy document it appraises and invite comments on it. A final Sustainability Appraisal will be published before the policy document is adopted by the Council.

**Where you can see our planning policy documents**

- 2.30 All planning policy documents and consultation material will be made available on our website to view and download at [www.camden.gov.uk/planning](http://www.camden.gov.uk/planning).
- 2.31 Where we have printed copies of our documents they will be available for inspection at 5 Pancras Square Library.

**Neighbourhood Planning**

- 2.32 The Localism Act 2011 enables local community groups, subject to specified procedures, to apply to the Council for designation as Neighbourhood Forums and for the designation of Neighbourhood Areas. Forums are responsible for preparing Neighbourhood Development Plans, Community Right to Build Orders or Neighbourhood Development Orders.
- 2.33 A Neighbourhood Development plan has to follow a similar process to that carried out by the Council for a Development Plan Document (but on a local scale) including public consultation and the examination process may involve a Public Hearing in some cases. However, there is an additional step of a local referendum whereby if more than half the vote is in favour, the plan must be adopted by the Council.

**Stages in the preparation of a Neighbourhood Plan**

- 2.30 For further guidance on preparing neighbourhood area and forum applications and Neighbourhood Development Plan, please see the Council's Guide to Neighbourhood Planning.

Stage	Opportunity to get involved and who leads on the consultation
Receipt of Neighbourhood Area / Neighbourhood Forum application (Reg 6 & 9)	<p>The council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application.</p> <p>We will publish the applications on the website and bring the applications to the attention of people who live, work or carry on business in the area to which the application relates.</p>

<p>Publishing Designation of Neighbourhood Area and Neighbourhood Forum  (Reg 7 &amp; 10)</p>	<p>If the Council approves the application, we will publicise the decision on the website and in such a manner to bring the designations to the attention of people who live, work or carry on business in the area to which the application relates.</p> <p>If refusing an area or forum application. The Council will publish :</p> <ul style="list-style-type: none"> <li>• a decision statement setting out the reasons for refusal</li> <li>• details of where the decision may be inspected</li> </ul>
<p>Publicity by the Neighbourhood Forum (NF) of a Neighbourhood Development Plan prior to submitting to the Council (Reg 14)</p>	<p>The Neighbourhood Forum leads on this stage.</p> <p>Before submitting a Neighbourhood Development Plan to the Council, the Neighbourhood Forum should :</p> <ul style="list-style-type: none"> <li>• consult for a minimum of 6 weeks.</li> <li>• ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>• consult the consultation body listed in <b>Appendix 3</b>, whose interest the NF consider may be affected by the NDP</li> <li>• Send a copy of the NDP to the LPA</li> </ul> <p>The NF can determine how to consult at this stage but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.</p>
<p>Following submission to the Council of the Neighbourhood Development Plan (NDP) (Reg 16)</p>	<p>The Council will</p> <ul style="list-style-type: none"> <li>• Consult for a minimum of 6 weeks</li> <li>• publish the NDP on its website</li> <li>• bring the NDP to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>• consult the consultation bodies referred to in the Neighbourhood Forum's Consultation Statement.</li> </ul>

<p>Publicising the Examiner's report</p> <p>(1990 Act schedule 4B para 12 (11 &amp; 12) Regulations 18 &amp; 19)</p>	<p>As soon as possible after considering the examiners recommendations and deciding to take forward a NDP the Council must publish on the website and in such a manner to bring the report to the attention of people who live, work or carry on business in the area:</p> <ul style="list-style-type: none"> <li>• the examiner's report.</li> <li>• its decisions and reasons in response to the examiner's report in a 'decision statement'.</li> </ul> <p>The Council will send a copy to the Neighbourhood Forum and anyone who asked to be notified of the decision.</p>
<p>Referendum on the NDP</p>	<p>It is the Council's responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.</p>
<p>Publishing the NDP</p> <p>*subject to more than 50% people voting in favour of the NDP Reg 20)</p>	<p>As soon as possible - after a successful referendum* -the Council should publish the NDP and an adoption statement and notify any person that has asked to be notified that it has been made.</p>

### Ways of involving the community in Neighbourhood Plans

2.34 The ways that the Council may use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in the area include:

- advertisement in a local newspaper
- site notices around the Plan area
- email to the consultation bodies set out in the Neighbourhood Forums Consultation Statement
- email to those on our planning policy database
- inclusion in planning newsletter, which updates people on all planning policy matters and is published on the Council website.

2.35 The ways that Neighbourhood Forums may use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in the area will be determined by each individual Neighbourhood Forum.

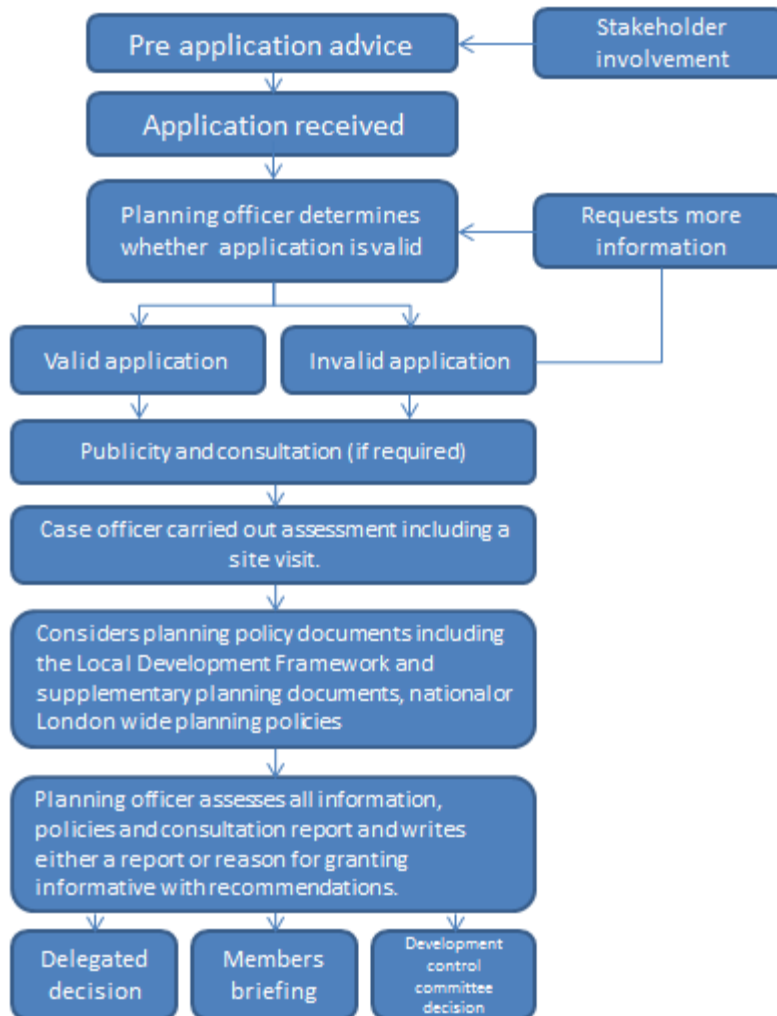
2.36 Their approach should be based their engagement strategy that forms part of their Forum and Area applications and will be set out in their Consultation Statement, that is part of the neighbourhood planning process.



### 3. Involvement in planning applications

#### The planning application process

- 3.1 The Council considered over 4,700 planning applications in 2014/15. This included applications for development, changes of use, and works to listed buildings and advertisements.
- 3.2 The planning application process is shown in the chart below:



#### Who makes decisions on planning applications?

- 3.3 The Council makes decisions on applications, taking into account the advice of planning officers, the development plan and other relevant material considerations. There are two ways in which applications can be determined:
- delegated powers; or
  - Development Control Committee.
- 3.4 Most smaller-scale proposals where no relevant planning objections have been received and most refusals of permission can be decided by powers delegated by the Council to the Director of Culture and Environment.

- 3.5 The consultation arrangements and application of planning policy is the same whichever route is chosen.

### **Pre-application discussions with applicants**

- 3.6 Most applications can benefit from having planning advice before they are submitted. Pre-application discussions provide greater certainty and clarity to an applicant by identifying planning issues and requirements at an early stage, when they can influence the scheme before its submission. This gives the Council opportunity to encourage applicants to undertake pre-application consultation. These discussions are confidential and the submission of a request for pre-application advice will not be publicised.

### **Pre-application consultation**

- 3.7 We strongly encourage all applicants to consult any neighbours who may be affected by their proposals before they submit a planning application. We encourage other groups such as local Conservation Area Advisory Committees (CAACs) and any other local interest groups to be consulted. It is especially important to undertake consultation on a wider scale for major, or potentially controversial, proposals were:
- the proposals are likely to have a significant impact on the environment or on the local community, and
  - the nature of the development is likely to attract significant local interest.
- 3.8 Pre-application consultation provides an opportunity for neighbours, local communities and stakeholders to discuss any proposals with the applicant so any issues can be raised directly with the applicant and influence their proposals.
- 3.9 We cannot require a developer to undertake pre-application discussions or pre-application consultation. The onus is on the application to carry out pre-application consultation.
- 3.10 As part of pre-application discussions we expect the applicant / agent to agree the extent and type of pre-application consultation with us to make sure that the consultation process proposed is suitable. Whilst the consultation will be undertaken by the applicant Council officers will recommend suitable methods, such as Development Forums/Exhibitions.
- 3.11 Where pre-application consultation is carried out, applicants should prepare a report summarising the type of consultation carried out, the key issues raised and how the scheme addresses these issues. This report should be submitted with any subsequent planning application.

### **Development forums**

- 3.12 A development forum is a public meeting organised by the Council at the pre- application stage which brings together interested parties to comment on planning proposals for major schemes or those likely to be of significant local interest. Developers can present their proposals in public before they make a formal application.
- 3.13 The forum does not replace the Council's formal consultation process on

applications, but aims to raise local awareness of a scheme at an early stage. The benefits are local residents, businesses and groups are able to ask questions and make comments before the proposal is finalised prior to submission to the Council.

- 3.14 The Council expects that development forums will be carried out at the expense of the applicant/developer.

### **Our approach to planning obligations**

- 3.15 In some circumstances we will not reach a decision on an application until the applicant has entered into a planning obligation (also sometimes known as a section 106 agreement). This is a legal agreement between the owners of the application site and the Council. They normally deal with how a development will be carried out or the provision of new or improved infrastructure, community services or facilities.
- 3.16 Large scale developments generally have more complex obligations attached, however obligations may also be applied to small scale developments to achieve measures such as car-free/car-capped housing or construction management plans to manage the impacts of construction.
- 3.17 The negotiation of individual agreements will be carried out by Council officers. Through consultations at pre-application stage and as part of the consideration of planning applications, the local community and key stakeholders can also give their views on the content of any likely planning obligations. These may be taken into consideration when the Council determines the application.
- 3.18 You can find an explanation of the nature and type of planning obligations we may require in the part of our Camden Planning Guidance 8 - Planning Obligations, which has also been the subject of consultation with the community. This sets out our approach towards the collection of contributions with identified priorities.

### **Community Infrastructure Levy**

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

### **Planning performance agreements**

- 3.21 We strongly encourage a collaborative approach to important developments through the use of Planning Performance Agreements (PPAs) for 'major' developments (that is, of 10 or more homes or 1000 square metres or more of commercial floorspace). These agreements would also include a community engagement strategy. There is more information on PPAs on our website.

## How we will let you know about planning applications

- 3.22 We are required to publicise most planning applications. This gives people the opportunity to express their views on the proposals. Minimum requirements for how people are notified of planning applications are set down in legislation and explained in the table below.
- 3.23 We will use the following methods to notify the community about planning applications:

### Notification methods for planning applications

Notification method	Statutory?	Comment
Website email alerts	No	You can subscribe to receive planning application email alerts either by property(s), ward or conservation area. The email alert contains details of proposals and links to the application documents and comments form. You will notification of applications received, decided and any appeals.
Camden Account	No	If you a Camden Account holder you will see current planning applications near you in the Planning section of your account.
Site notices	Yes*	These are displayed in a public place at or near the application site. They contain details of the proposal, where plans can be viewed and the name of a contact officer dealing with the application. One or more notices may be displayed depending on the size and location of the proposed development. The notice is displayed for 21 days.
Website	Yes	Camden's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria, track the progress of applications and submit comments online.
Weekly list of applications	No	A copy of the list of applications we have received in a particular week is published on the website and remains there for four weeks.

Notification method	Statutory	Comment
Press notice	Yes	A notice is placed every week in a local newspaper for the following types of applications: <ul style="list-style-type: none"> <li>• major applications</li> <li>• listed building consent</li> <li>• developments affecting the character or appearance of a conservation area</li> <li>• applications accompanied by an Environmental Impact Assessment (EIA)</li> <li>• departures from the development plan</li> </ul>
Online map of planning applications submitted in the last 7 days	No	A map showing the location of all planning applications submitted in the last 7 days is available on our website. This can be found online.

- 3.24 \*The statutory requirement for planning applications is only for *either* a site notice or letter.
- 3.25 There is no statutory requirement to consult on the following types of applications. However if you sign up for email alerts or to the Camden Account you will be notified of these within your search criteria:
- certificates of lawfulness of proposed use or development;
  - certificates of lawfulness of existing use or development;
  - internal alterations only to a Grade II listed building;
  - advertisements;
  - approval of details (exceptions are details for conservation area consents and external works to any listed building);
  - revisions to planning applications once valid; and
  - 'non-material' amendments.

## Who we will involve

- 3.26 In deciding how and who to consult on a planning application we take the following into account:
- regulations about statutory consultation - these may require us to consult with some of the statutory consultees listed in Annex 1;
  - the type of application - this may make it appropriate to consult with the relevant conservation area advisory committee; and
  - the scale of the proposal and who is likely to be affected by the application.
- 3.27 There is no statutory requirement to consult local civic and amenity societies

Statement of Community Involvement 2016  
 and residents' associations but we recognise that they are interested in applications in their area and are a continuing source of advice on planning and other applications. In order that these groups are made aware of planning applications, we will promote the use of the email alert facility and will encourage applicants to contact relevant amenity groups in advance of making applications.

3.28 The standards and methods we use to notify people about different types of planning application and appeals are set out below.

### Consultation standards for planning applications

Type of development	Site notice	Press advert	Email to CAAC*	Notes
Planning applications involving extensions and alterations which affect the character of a conservation area (such as demolition, changes of use, shop front alterations, alterations to boundary walls)	Yes	Yes	Yes	
Listed Building Consent applications including approval of details involving extensions or alterations to the external appearance of a listed building (all Grades) and internal alterations only to Grade I and II* buildings.	Yes	Yes	Yes, if the site is in a CA	
Applications for major developments	Yes	Yes	Yes, if the site is in a CA	
Planning applications for variation or removal of conditions attached to a previous approval	Yes	Yes if in CA	Yes if in CA	
Planning applications (which fall outside other categories)	Yes	No	No	
Telecommunications prior approval	Yes	Yes if in CA	Yes if in CA	
Application covered by an Environmental Statement	Yes	Yes	Yes, if in CA	

Statement of Community Involvement 2016

Type of development	Site Notice	Press advert	Email to CAAC*	Notes
Application which is a Departure from the Development Plan	Yes	Yes	Yes, if in a CA	
Retrospective planning applications (to regularise a situation after enforcement investigations)	Yes	Yes, if in CA	Yes, if in a CA	The person(s) whose complaint has led to the enforcement investigation will be consulted about the application
Prior approval applications i.e. Householder/ Class A, Part 1, Schedule 2 Prior Approval applications (rear extensions); office to residential Class J.	Yes	No	No	The local authority will serve a notice on adjoining owners or occupiers, i.e. those who share a boundary, including to the rear
High Speed Two (HS2) associated applications	Yes	Yes	Yes if in a CA	

**Consultation standards for planning appeals**

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

\* CAAC - conservation area advisory committee CA – conservation area

- 3.29 All Site notices will be displayed in accordance with the site notice strategy as shown below:

Location	Details
Application site is on a corner	1 or more notices would be placed on both streets
Works relate to the rear i.e. rear extension which may affect property to rear.	1 or more notices would be placed on the street of the application address and on the street to the rear of the site.
Major development	1 or more notices would be installed on the streets around the development
Location of the notice.	Should be as close as possible to the site – i.e. lamppost/railings.
Size/Nature of the development	1 or more notices may be displayed depending on the size and location of the development.
*Photos will be taken of the site notices in place to confirm they were installed. These will be available under the planning documents on the Council's website.	

### How we will use comments and give feedback

- 3.30 We will publish all comments received on our website. We will also notify everyone who made a comment of any committee date for considering the application where decisions are to be made by the Development control committee.
- 3.31 We must allow 21 days from the consultation start date for responses to be received. A decision cannot be made until after the 21 days consultation period. Comments received after that time will only be taken into account if no decision has been made on the application.
- 3.32 When considering an application, the planning officer will take the comments into account, together with the Council's planning policies, the Mayor's London Plan and government advice.

### Revisions

- 3.33 Where an application has been amended before a decision is made, we will decide whether further publicity and consultation is necessary. In deciding whether this is necessary we will follow the assessment set out in Planning Practice Guidance which states the following considerations may be relevant:
- were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?
  - are the proposed changes significant?



- did earlier views cover the issues raised by the proposed changes?
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

3.34 Where it is considered that re-consultation is necessary, the timeframe for responses will be shorter than the initial 21 days, usually 14 days.

### **How a decision is made**

3.35 The appropriate route for deciding on a planning application is set out in Camden's scheme of delegation. The two main routes are by:

- delegated powers
- where there are outstanding objections to an application, the advice of our Members' Briefing Panel will be sought
- development control committee

#### **Delegated powers**

3.36 Small scale applications are usually decided under delegated powers. The process of deciding upon an application under delegated powers involves a planning officer recommending whether permission should be granted for an application having assessed it against all related evidence, policies and consultation responses, which are material considerations to the application and a senior member of staff moderating that decision, which is taken on behalf of the Director for Culture and Environment.

#### **Members briefing panel**

3.37 Where there are relevant material objections to an application from a Conservation Area Advisory Committee, a residents or amenity group or Ward Councillor, or three or more respondents from different addresses a decision cannot be made by delegated powers without first bringing it to the attention of our Members' Briefing Panel.

3.38 The panel does not decide upon applications that are referred to it. Its role is to consider the nature and extent of the outstanding objections to the application by viewing the associated planning officer's report, application drawings, relevant photographs and letters of objection. Thereafter, the Panel will either:

- advise that they are satisfied with the proposed decision being made under delegated powers; or
- recommend that the decision is made by the Development Control Committee instead

#### **Development control committee**

3.39 Applications that cannot be decided under delegated powers are made by members of our Development Control Committee. The process of making a decision involves an area team manager and a Development Control Service Manager (on behalf of the Director for Culture and Environment) reviewing the report produced by the planning officer (recommending whether permission should be granted or refused). The report is then considered at a public meeting of the Development Control Committee. These meetings are

held every three weeks.

### **After a decision is made**

- 3.40 After a decision is made a copy of either of the following will be available on the Council's website:
- decision letter with reason for granting approval informative (where less than 3 objections have been received),
  - the officer report or
  - committee report and the decision letter are published on our website. The officer will include a summary of comments received in the report.

## **4. Resources and review**

### **How will we resource community involvement?**

- 4.1 Undertaking consultation is an integral part of the work of the planning and regeneration service but it is also resource intensive. There are direct costs in terms of resources and staff time. The service may also bring in consultation specialists to supplement the skills of planners in undertaking consultation where appropriate.
- 4.2 What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets based on the current resources available to the service.
- 4.3 We will aim to use the most cost effective methods of consultation, and where possible will work with others to coordinate consultations where we can.

### **Reviewing the Statement of Community Involvement**

- 4.4 As stated in paragraph 2.11 we will review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback and customer satisfaction survey responses.
- 4.5 In addition, at all times we welcome comments on how we carry out our planning consultation and how the planning process is operated in Camden.
- 4.6 The results of the monitoring and evaluation of the Statement of Community Involvement will be included in our Authority Monitoring Report and any action that needs to be taken will be identified. We will consider changes to the Statement of Community Involvement in the light of the feedback and surveys mentioned.
- 4.7 In considering the review of the Statement of Community Involvement we will take into account:
- the experience of people and organisations consulted;
  - the need to change the types of group consulted;
  - the experience and financial constraints of the Council; and
  - best practice in consultation from across the country and the need to

## 5. Where you can get more help

### Online

- 5.1 You can get more information and advice on our website  
[camden.gov.uk/planning](http://camden.gov.uk/planning)

This includes:

- information on the planning application process;
- our adopted planning documents;
- information on consultation and engagement on planning policy documents; and
- access to planning application documents and planning history.

### Duty planner

- 5.2 Our duty planner is available to answer your planning questions and give general advice either by phone or email. You can find out how to contact the duty planner on our website.

You might also find the following useful:

### The Planning Portal

- 5.3 The Planning Portal is the Government's online planning and Building Regulations resource for England and Wales. It provides information on plans, appeals, applications, contact details and research areas.  
[planningportal.gov.uk](http://planningportal.gov.uk).

### Royal Town Planning Institute (RTPI)

- 5.4 The RTPI aims to advance the science and art of planning for the benefit of the public.  
[rtpi.org.uk](http://rtpi.org.uk)

### The Handy Guide to Planning

- 5.6 This provides a simple guide to what planning is, how the planning system works and how you can get involved  
[http://www.urbanforum.org.uk/files/ufpublic/handy\\_guide\\_to\\_planning\\_2006\\_06.pdf](http://www.urbanforum.org.uk/files/ufpublic/handy_guide_to_planning_2006_06.pdf)

### Planning Aid

- 5.7 Offer free, independent, professional advice on planning issues  
<http://www.rtpi.org.uk/planning-aid/>

### Planning Practice Guidance

- 5.8 This provides a helpful guide to all aspects of the planning process.  
<http://planningguidance.communities.gov.uk/blog/guidance/>

## Appendix 1 - Statutory consultees for planning applications

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

- British Waterways
- Commission for Architecture and the Built Environment
- Civil Aviation Authority
- Department for Transport
- Environment Agency
- Historic England
- Garden History Society
- Health and Safety Executive
- Highways Agency
- other Local Planning Authorities including Greater London Authority and Local Highway Authority
- Natural England
- National Amenity Societies (6) including Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings, the Victorian Society and Twentieth Century Society
- National Air Control Transport Services and Operators of Officially Safeguarded Civil Aerodromes
- Rail Network Operators
- Sport England
- The Theatres Trust

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

## Appendix 2 - Statutory consultees for planning policy documents

In accordance with the Localism Act 2011 & Town and Country Planning (Local Planning) (England) Regulations 2012,

### **Duty to cooperate bodies for Camden includes:**

- Neighbouring Authorities : Barnet, Brent, City of London, Haringey, Westminster, Islington,
- Environment Agency;
- Historic England
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes and Communities Agency;
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
- Office of Rail Regulation;
- Transport for London;
- Local Enterprise Partnership
- Local Nature Partnership

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and, the bodies that we have to consult for development plan documents are:

### **Specific consultation bodies:**

- the Mayor of London;
  - adjoining authorities: Barnet, Brent, City of London, Haringey, Westminster, Islington,
- The Coal Authority;
- Environment Agency;
- Historic England
- Natural England;
- Network Rail Infrastructure Limited
- Transport for London
- any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local authority;

- any of the bodies from the following list who are exercising functions in any part of the area of the local authority:
  - Primary Care Trust;
  - person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
  - person to whom a licence has been granted under section 6 (1) (b) or (c) of the Electricity Act 1989
  - sewage undertaker;
  - water undertaker;
- Homes and Communities agency.
- Metropolitan police

**General consultation bodies:**

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- bodies which represent the interests of different religious groups in the local planning authority's area,
- bodies which represent the interests of disabled persons in the local planning authority's area,
- bodies which represent the interests of persons carrying on business in the local planning authority's area;

### Appendix 3 - consultees for Neighbourhood Development Plans

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

- Mayor of London
- a relevant authority, any part of whose area is in or adjoins the area of the local authority, such as:
  - a local planning authority,
  - a county council,
  - a parish council,
  - a police authority;
- Coal Authority
- Homes and Communities Agency
- Natural England
- Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- Highways Agency
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the LPA
  
- Where it exercises functions in any part of the neighbourhood area:
  - a. Primary Care Trust
  - b. Licensee under the Electricity Act 1989
  - c. Licensee of the Gas Act 1986
  - d. sewerage undertaker
  - e. water undertaker
  
- Voluntary bodies whose activities benefit all or part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies representing the interests of different religious groups in the neighbourhood area
- Bodies representing the interests of disabled people in the neighbourhood area

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