

# Draft Statement of Community Involvement

November 2023



# Contents

---

1.	What is the Statement of Community Involvement?	// 3
2.	Our principles for involving the community?	// 6
3.	How we will involve the community in preparing planning policies	// 9
4.	How we will involve the community in planning applications	// 26
5.	Resources and review	// 44
6.	Where you can get more help	// 45

# Appendices

---

Appendix 1 – Statutory Consultees for planning policy documents	// 47
Appendix 2 – Statutory Consultees for neighbourhood plans	// 48
Appendix 3 – Statutory Consultees for planning applications	// 50



# 1. What is the Statement of Community Involvement?

---

- 1.1 We Make Camden' makes a commitment to help create "safe and strong communities where everyone can contribute". We recognize as a Council the importance of engaging and listening to our diverse communities and getting everyone, including young people involved in the conversations and our decision making to help deliver the We Make Camden Missions.
- 1.2 Our Statement of Community Involvement (SCI) sets out how we will involve and engage local people, local businesses and other key organisations and stakeholders when we prepare our planning policies and consider planning applications.
- 1.3 All local planning authorities are required under section 18 (1) of the Planning and Compulsory Purchase Act 2004, to prepare and maintain a Statement of Community Involvement (SCI).
- 1.4 The Statement of Community Involvement 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 Statement of Community Involvement

- 1.5 Our previous Statement of Community Involvement (SCI) was adopted in 2016. However, since then there have been a number of changes, including the COVID-19 pandemic, which changed and improved how we engage and interact with our communities, newer technologies, and changes in planning legislation, that all need to be reflected in this updated document.
- 1.6 We wish to continue to find more effective means of engaging with our communities beyond the statutory minimums, whilst remaining mindful of the continuing pressure on Council resources.



1.7 Following consultation and engagement on this draft Statement of Community (SCI) 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 ensure that new development responds positively and sensitively to local context and character; is designed to a high standard; and that the right uses are provided in the right place. Planning also helps to secure community benefits such as affordable housing, local employment opportunities, new and improved infrastructure and open space. Planning is therefore fundamental to shaping the neighbourhoods in which we all live and work.

1.10 The key planning functions carried out by Local Authorities relevant to this document are:

- **Plan Making** – which sets out policies to guide development and planning decisions.
- **Determining planning applications** – decisions on whether proposed developments should receive planning permission, based on adopted planning policies and other considerations.

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.

1.12 It is important to note that not all forms of development require planning permission from the Council. Some types of development, such as some change of uses, extensions, or alterations, are covered by ‘permitted development rights’. They are granted planning permission by a Development Order by the Government. Further advice on these can be found on the [planning portal](#).



## Camden's Planning Framework

- 1.13 The Statement of Community Involvement (SCI) 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.
- 1.14 Councils must have regard to the National Planning Policy Framework (NPPF) when drawing up their plans and it is a material consideration in decision making on planning applications. The NPPF is supported by more detailed National Planning Practice Guidance.



## 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, businesses, 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 in 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:
- seek views at the earliest possible stages and throughout the planning process to ensure that they have the best chance of positively influencing decisions;
  - be inclusive and proactive in consultation so that a good range of views and voices from all of those who live and work in the borough are obtained including those seldom heard and previously under represented groups;
  - use consultation methods that are appropriate to the stage of the planning process, the issues being considered and the community involved;



- promote the use of electronic methods of consultation including email, online engagement sites 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 as part of the consultation planning documents;
- be clear and helpful in guiding people through the planning process; and
- be transparent in the way planning decisions are carried out.

2.5 Our consultation practices 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, public transport providers, the health service and the Mayor of London;
- young people;
- organisations that represent the interests of specific parts of the community – for example, in terms of ethnicity, nationality, faith, all ages including the elderly, disability, sexuality and gender;
- neighbourhood forums;
- climate change groups
- conservation area advisory committees;
- tenants and residents associations;
- voluntary organisations;
- 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 harder to get involved.
- 2.9 We will seek to engage with young people including students and the Youth Council, and consider using community researchers to target under represented groups or those who struggle to access the internet. We will also seek to involve those who don't normally get involved in planning, for example by using existing groups and forums, such as the Camden Disability Action Group, Camden Faith Leaders Forum 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;
  - 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, including online when appropriate; and 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 on request.
- 2.12 We will review the effectiveness of our engagement methods for planning applications through the monitoring and analysis of customer feedback and consultation responses.





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

---

- 3.1 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.
- 3.2 Our planning policy documents include:
- **Local Plan** –sets out the Council’s planning vision and policies.
  - **Site Allocations** – sets out proposals for sites that are expected to experience significant development.
  - **North London Waste Plan** – sets out the planning framework for waste management in seven north London Boroughs including Camden.
  - **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 policies for defined neighbourhood areas.
  - **Supplementary planning documents** – provide detailed guidance on how our planning policies will be implemented for specific topics.
  - **Planning briefs / Master Plans** – 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.
  - **Community Infrastructure Levy (CIL) Charging Schedule** – the Community Infrastructure Levy is a charge collected from new development, which funds new infrastructure such as roads and transport, education, health care and sport, recreation and open spaces. Camden collects two types of Community Infrastructure Levy: the Mayoral CIL and the Camden CIL. The Council’s CIL charging schedule sets out the CIL Tariff that will apply to different types of development, by area.



- 3.3 In addition to these policy documents we produce, but do not consult on:
- **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

- 3.4 There are two main types of planning policy documents. The most important – **local plan documents** – 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 or by other important matters (sometimes known as ‘material considerations’). Our Local Plan, Sites Allocations and Area Action Plans 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..
- 3.5 **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. SPD’s cannot introduce new policy or amend our existing policies and must conform with national policies..
- 3.6 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.



**Table 1: Stages in the preparation of a local 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 and may involve a range of different consultation and engagement activities.
Public participation in the preparation of the plan (Regulation 18)	This may involve more than one stage of consultation depending on the document and the nature and scale of the issues involved. Getting involved at this stage allows you to have influence over the content of the plan at an early stage. Formal consultations will run for a minimum of six weeks. We will consider the representations received when drafting the plan.
Publication and submission of plan to government (Regulation 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, in line with the soundness tests set out in the National Planning Policy Framework, prior to its submission to the government for examination.</p> <p>A summary of all the consultation undertaken, the main issues raised and how these were taken into account will be submitted alongside the plan in a Consultation Statement.</p>



Stage	Opportunity to get involve
<p>Examination of the plan by a Planning Inspector (Regulation 24)</p>	<p>Relevant statutory consultees and those who made a representation at the submission stage will be notified of the examination, together with those on the planning policy database.</p> <p>The examination will usually involve public hearing sessions and the Planning Inspector will consider the comments received on the 'submission' version of the Plan 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 publicly available on the Council's website.</p> <p>Additional consultation will be carried out if any major modifications to the plan are needed.</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 plan. This report will be made publicly available on the Council's website.</p>



Stage	Opportunity to get involve
Adoption of the plan by the Council (Regulation 26)	<p>This is the final stage where the plan is formally adopted by the Council. The formal consultation bodies and anyone who asked to be notified will be informed of the decision.</p> <p>We will also notify those on our planning policy contact database.</p>



**Table 2: Stages in the preparation of a supplementary planning document (SPD)**

Stage	Opportunity to get involved
Development of evidence base (if needed) 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)	<p>This is the key stage to shape the content of document.</p> <p>We will consult for a minimum of six weeks on draft supplementary planning documents.</p> <p>(The Regulations state that the period for parties to submit representations must be not less than four weeks.)</p>
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 also inform those on our planning policy contact database.



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

- 3.7 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 parties have the opportunity to help shape these documents.
- 3.8 We are required to seek views from 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.
- 3.9 These may include:
- organisations that represent the interests of specific parts of the community – for example, in terms of ethnicity, nationality, faith, all ages including young and elderly, disability, sexuality and gender;
  - amenity groups;
  - Neighbourhood Forums;
  - Climate Change groups
  - tenants/residents associations;
  - businesses based in the borough;
  - infrastructure providers;
  - land owners; and
  - anyone else who has requested to be involved.
- 3.10 The full statutory requirements are set out in Appendix 2
- 3.11 **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 [planningpolicy@camden.gov.uk](mailto:planningpolicy@camden.gov.uk) if you would like to be added to our database. If at any time you wish to be removed from our database, then please notify us using the above email.



- 3.12 **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 co-operate, not to agree. The bodies are set out in Appendix 2.
- 3.13 We may agree Statements of Common Ground with relevant stakeholders to set out respective positions on strategic issues relating to local plan documents.

## How we will involve the community in preparing policies

- 3.14 The different ways that we may involve the community and stakeholders in the production of planning policy documents are set out in the table below.
- 3.15 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.





**Table 3: 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.
Online consultation tools	We will use online consultation platforms (for example commonplace) where we think appropriate to help widen the reach of online activity.
Social Media	We may use social media to promote consultations, such as twitter, Facebook, Instagram, Youtube and TikTok to help reach a wider and diverse range of people.
Email	<p>We will use emails as our main method of communication.</p> <p>We will email updates to our planning policy database to keep people updated on all relevant planning policy matters and consultations. If you would like to be added to, or removed from this database, please email <a href="mailto:planningpolicy@camden.gov.uk">planningpolicy@camden.gov.uk</a>.</p>
Planning policy newsletter	We produce a regular planning policy newsletter which includes all relevant updates and consultations. This can be found on our planning page and is emailed to our planning policy database



Method of involving the community	Explanation
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 (in person or online)	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, such as notices or materials in libraries or community centres.



Method of involving the community	Explanation
Newsletters	Other Council teams have a number of existing newsletters that they circulate to residents and stakeholders which we can use to promote planning consultations when appropriate.

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

- 3.16 When a consultation on a local plan or supplementary planning document 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.
- 3.17 The summary will be published on our website alongside the consultation documents.

## Adoption of planning policies

- 3.18 Once we have followed the steps in Tables 1 and 2 above, the policy document will be formally adopted by the Council. Local Plan Documents must be adopted by Full Council. Supplementary Planning Documents will be adopted by the Cabinet Member with responsibility for planning.



## Sustainability Appraisal

- 3.19 As part of the preparation of a Local Plan the Council is required to carry out a Sustainability Appraisal, which may include Strategic Environmental Assessment (SEA). An integrated Sustainability Appraisal (including SEA) assesses how a plan meets environmental, economic and social objectives and whether the policies and proposals are the most appropriate given the reasonable alternatives. It is intended to improve the planning system's ability to promote sustainable development.
- 3.20 Initial consultation on the scope of the appraisal will be undertaken with relevant statutory consultees. As part of the preparation of the Local Plan we will publish the Sustainability Appraisal and invite comments on it. A final Sustainability Appraisal will then be published before the policy document is adopted by the Council.

## Equalities Impact Assessment

- 3.21 Under the provisions of the public sector Equalities Duty (section 149 of the Equalities Act 2010), the Council has a statutory duty to consider the equalities impacts of its policies and decisions, on the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, sex, sexual orientation and religion or belief.
- 3.22 To assess the impact of our planning policies on the above protected characteristics the Council is required to undertake an Equalities Impact Assessment. This is undertaken as part of the preparation of planning documents and will be published on the Council's website.

## Where you can see our planning policy documents

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



## Neighbourhood Planning

- 3.25 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 can prepare Neighbourhood Development Plans, Community Right to Build Orders or Neighbourhood Development Orders.
- 3.26 The Council has a statutory duty to provide advice and support to communities undertaking neighbourhood planning. It is committed to working with communities to guide them through the process of establishing a Forum and producing a Neighbourhood Plan.
- 3.27 For detailed guidance on preparing neighbourhood area and forum applications and Neighbourhood Development Plans, please see:
- the Council's Guide to [Neighbourhood Planning](#).
  - [National Planning Policy Guidance](#)
  - [Locality website](#).
- 3.28 A Neighbourhood Plan has to follow a similar process to that carried out by the Council for a Local Plan (but on a local scale) including public consultation (in accordance with Neighbourhood Planning Regulations 2012). 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 neighbourhood plan must be adopted by the Council.

## Stages in the preparation of a Neighbourhood Plan and Council support

- 3.29 The table below sets out the stages in the setting up of a neighbourhood forum and neighbourhood area and producing a neighbourhood plan. It provides information on the opportunities for involvement at each stage and the advice and assistance available from the Council. More detail on the support offered by the Council is set out in our '[Guide to Preparing Neighbourhood Plans in Camden](#)' available on our website.



**Table 4: Stages in the preparation of a Neighbourhood Plan**

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 applications on our website and bring them to the attention of people who live, work or carry out business in the area to which the application relates.</p>
Publishing Designation of Neighbourhood Area and Neighbourhood Forum (Reg 7 & 10)	<p>If the Council approves an 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 out business in the area to which the application relates.</p> <p>If we refuse 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>
Renewal of a Neighbourhood Forum (Note Neighbourhood Areas do not expire)	<p>Neighbourhood Forums designations expire after 5 years. If a Forum wishes to continue to operate, it must submit an renewal application for redesignation.</p> <p>The Council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application for redesignation.</p> <p>We will publish applications on our website and bring them to the attention of people who live, work or carry out business in the area to which the application relates.</p>



Stage	Opportunity to get involved and who leads on the consultation
<p>Publicity by the Neighbourhood Forum of a Neighbourhood Plan prior to submitting to the Council (Reg 14)</p>	<p>The Neighbourhood Forum leads on this stage.</p> <p>Before submitting a Neighbourhood 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 bodies listed in Appendix 3, whose interest the Forum, consider may be affected by the Neighbourhood Plan</li> <li>• Send a copy of the Neighbourhood Plan to the Council.</li> </ul> <p>The Neighbourhood Forum 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 Plan (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 Neighbourhood Plan on its website</li> <li>• bring the Plan to the attention of people who live, work or carry out 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>



Stage	Opportunity to get involved and who leads on the consultation
Examination	An appointed examiner will review the plan to check whether it meets the basic conditions set out in the Regulations. Although it is up to the council to appoint an examiner, we will take the decision with the Forum.
Publicising the Examiner’s report (1990 Act schedule 4B para12 (11 & 12) Regulations 18 &19)	<p>Following the independent examination of a neighbourhood plan the Examiner will send a report to the Council and Forum. As soon as possible after considering the Examiner’s recommendations and deciding to take forward a Neighbourhood Plan to adoption the Council must publish on its website and in such a manner to bring the report to the attention of people who live, work or carry out 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>





Stage	Opportunity to get involved and who leads on the consultation
Referendum on the Neighbourhood Plan	<p>It is the Council’s responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.</p> <p>The referendum asks those living in the area to cast their vote on whether they support the adoption of the plan. The council is responsible for administering the referendum, but the forum must publicise it and campaign for a yes vote. The council must remain impartial. For the plan to be adopted, more than 50% of the votes cast must be in support of the plan.</p>
Publishing the Neighbourhood Plan *subject to more than 50% people voting in favour of the NDP Reg 20)	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.
Modifications to a ‘made’ / adopted Neighbourhood Plan	<p>If a modification is to be made to the Neighbourhood Plan, as soon as possible after, 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 out business in the area</p> <ul style="list-style-type: none"> <li>• a document setting out the details of the modification</li> <li>• details of where and when the modification document can be inspected</li> <li>• give notice to the qualifying body and any person the authority previously notified of the making of the NDP</li> </ul>



## Ways of involving the community in Neighbourhood Plans

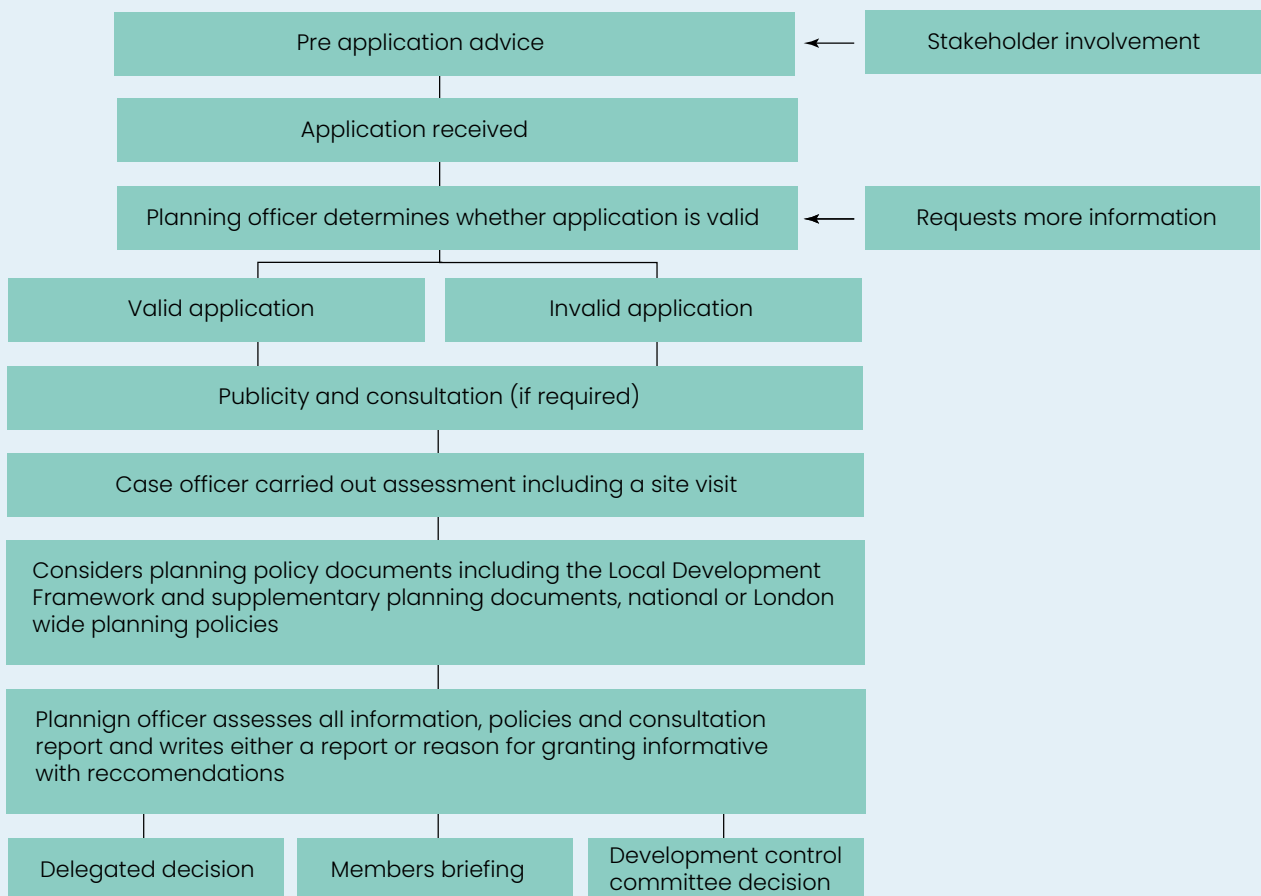
- 3.30 The ways that the Council may use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in the area include:
- advertisement in a local newspaper
  - site notices around the Plan area
  - email to those on our planning policy database
  - our planning policy newsletter, which updates people on all planning policy matters and is published on the Council website.
  - For Regulation 16 consultation we will send emails to the consultation bodies set out in the Neighbourhood Forum's Consultation Statement
- 3.31 Individual neighbourhood forums will determine the ways that they will use to bring a neighbourhood planning matter to the attention of people who live, work or carry out business in their area.
- 3.32 Their approach will be set out in the Forum's Consultation Statement, which is submitted alongside the draft neighbourhood plan.



# 4. Involvement in planning applications

## The planning application process

- 4.1 The Council considered over 3,495 planning applications in 2022/23. This included applications for building works, changes of use, works to listed buildings, trees and advertisements.
- 4.2 The planning application process is shown in the chart below:



## Who makes decisions on planning applications?

- 4.3 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
  - Planning Committee
- 4.4 The way we consult and apply planning policy is the same whichever route is required.
- 4.5 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 Economy, Regeneration and Investment.

## Pre-application discussions with applicants

- 4.6 The National Planning Policy Framework (NPPF) expects local planning authorities to play a key role in encouraging other parties to take maximum advantage of the pre-application stage.
- 4.7 Pre-application discussions provide greater certainty and clarity to an applicant by identifying key planning issues and requirements at an early stage. This gives the local planning authority the opportunity to influence a scheme before an application is submitted. The discussions are confidential and the submission of a request for pre-application advice will not be publicised until a planning application is submitted.
- 4.8 The Council expects applicants to consult with neighbours and those who may be affected by the proposals before seeking pre-application advice and/or during the process. It is important that both the Council and the community have an opportunity to influence proposals before submission.

## Planning performance agreements

- 4.8 Planning performance agreements (PPAs) set out an approach designed to take a development proposal from conception to delivery. They are designed to provide quality and timely advice which helps shape projects, giving developers the best chance of gaining approval.



- 4.9 We strongly encourage a collaborative approach to strategic developments through the use of Planning Performance Agreements (PPAs). PPAs for 'major' developments (that is, of 10 or more homes or 1000 square metres or more of commercial floorspace) but also on some more complex minor and medium scaled developments. These agreements would set out that as part of the work they should prepare and implement a community engagement strategy. This is a chargeable service and more information on PPAs can be found on our [website](#).

## Pre-application consultation with the community

- 4.10 The Council expects applicants to consult with neighbours and those who may be affected by the proposals before seeking pre-application advice, and/or during the process. It is important that both the Council and the community have an opportunity to comment on a scheme when they can to influence the scheme/proposals before its submission.

## Major applications pre application consultation

- 4.11 It is especially important to consult on a wider scale for major, or potentially controversial proposals, before and during pre-app because:
- the proposals are likely to have a significant impact on the environment or on the local community, and
  - the development is likely to attract significant local interest.
- 4.12 In addition to neighbours, applicants should also consult young people, tenants and residents associations, groups such as the Neighbourhood Forum, local Conservation Area Advisory Committees (CAACs), and those which represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, all ages including the elderly, disability, sexuality and gender.
- 4.13 Carrying out pre-application discussions or pre-application consultation helps inform the advice you receive from the planning officer, removes uncertainty from the process and any requirement for further revisions after the application is submitted. It is the applicant's responsibility to carry out pre- application consultation.



- 4.14 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 Management Forums/ Exhibitions.
- 4.15 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 management forums

- 4.16 A development forum is a public meeting which can be in person or online. The meeting is organised by the Council at the pre- application stage. The development management forum brings together residents, businesses and community groups to comment on planning proposals for major schemes or those likely to be of significant local interest. At the meeting developers present their proposals in public before they make a formal application. This enables the views of the community to inform the future planning application. Development management forums will be publicised through letters to local residents and stakeholders and press and site notices.
- 4.17 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 in order to shape and influence proposals before the proposal is finalised prior to submission to the Council. Comments made during the meeting will be recorded and shared with the developer.
- 4.18 The Council expects development management forums to be carried out at the expense of the applicant/developer.



**Table 5: Consultation methods for planning applications**

Consultation 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 appeal decisions.
Camden Account	No	If you are a Camden Account holder you will see current planning applications near you in the Planning section of your account.
Site notices	Yes*	We display site notices in a public place at or near the application site. The site notice contains details of the proposal, where plans can be viewed and how to comment on 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.
Digital site notices	No	We are leading a project to develop digital site notices to engage more residents including younger people, non-white residents and private-rented and social housing tenants. Digital site notices are currently being used to consult on major applications and are in addition to physical site notices.



Consultation method	Statutory?	Comment
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 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
Press notice	Yes (in some cases)	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>• Some 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.

4.19 We must publicise most planning applications. This gives people the opportunity to express their views on the proposals. Legislation sets out minimum requirements for how people are notified of planning applications.

4.20 The legal requirement for planning applications is either to display a site notice or send letters to adjoining occupiers. We consult by displaying site notices for all applications which require consultation and by the additional methods outlined below.





4.21 We will display all site notices in accordance with the site notice strategy as shown below:

**Table 6: Site Notices**

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.	



- 4.22 We do not have to consult on the following types of applications:
- 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); and
  - 'non-material' amendments.
- 4.23 However, if you sign up for [planning email alerts](#) you can receive notifications of these types of application within your search criteria. The application documents are available to view on our website.

## Who we will involve

- 4.24 We take the following into account when deciding how and who to consult on a planning application:
- regulations about statutory consultation – these may require us to consult with some of the statutory consultees listed in Appendix I;
  - 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.
- 4.25 We do not have to consult local civic and amenity societies, or 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.
- 4.26 The standards and methods we use to notify people about different types of planning application and appeals are set out on the next page.



**Table 7: How we consult on different types of planning applications**

Type of development	Site notice	Press advert	Email to CAAC or Neighbourhood Forum (NF)*	Press advert
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 the site is in a CA**	



Type of development	Site notice	Press advert	Email to CAAC or Neighbourhood Forum (NF)*	Press advert
Planning applications (which fall outside other categories)	Yes	No	No	
Application covered by an Environmental Statement	Yes	Yes	Yes, if the site is in a CA**	
Application which is a Departure from the Development Plan	Yes	Yes	Yes, if the site is in a CA**	
Prior approval applications				<p>The level of consultation will vary depending on the type of prior approval in line with the relevant legislation.</p> <p>For example larger home extensions the local authority will send letters to adjoining owners or occupiers, i.e. those who share a boundary, including to the rear.</p>
High Speed Two (HS2) associated applications	Yes	Yes	Yes, if the site is in a CA**	
<p>*CAAC = conservation area advisory committee  **CA = conservation area</p>				



4.27 When an application is submitted which is close to the borough boundary, and properties within an adjoining borough could be affected by the proposed development, we will display site notices in accordance with the strategy outlined in Table 6. We will also consult the adjoining local planning authority.

## How to submit your comments

4.28 We can only consider comments made that are directly related to the actual proposals. These are known as 'material considerations'.

4.29 Consultation responses can support, object or suggest amendments to the proposed development. When making a decision, the Council is only able to consider factors that are 'material planning considerations'. Here are some examples:

- the design, size and height of new buildings or extensions
- the impact of new uses of buildings or of land
- the number of new affordable homes
- delivery of new local facilities
- loss of light and the privacy of neighbours
- access for disabled people
- the impact of noise from plant equipment
- noise from new uses
- the impact of development on pedestrians and cyclists and wheelchair users
- the sustainability of the development and impact on the environment

4.30 By law we must place written comments on the planning register, this means that your comment along with your name and address will be published on our website. We will remove any personal information or inappropriate language. Anonymous and 'in confidence' comments will not usually be considered.

## How we will use comments and give feedback

4.31 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 Planning committee.



- 4.32 We must allow 21 days from the consultation start date for responses to be received. We cannot make a decision 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.
- 4.33 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.
- 4.34 We will not acknowledge receipt of comments or enter into correspondence about the issues raised. However residents can check to see if their comments have been logged and published on our website. The case officer will take into consideration all comments which are 'material considerations'. This will be summarised in the officer's report or decision notice.

## Revisions

- 4.35 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?
- 4.36 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

- 4.37 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 recommended for approval, the advice of our Members' Briefing Panel will be sought on the route for determination



## Delegated powers

4.38 Small scale applications with no or limited objections, or an application for refusal 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 of Economy, Regeneration and Investment.

## Members briefing panel

4.39 Where there are relevant material objections to an application from a residents or amenity group (including groups representing young people and underrepresented people), a Conservation Area Advisory Committee 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.

4.40 Sometimes we receive comments on applications that we did not consult on, we need to assess whether the comments are relevant and can be taken into consideration. These applications will not automatically be referred to the Members Briefing Panel. These applications include the following:

- 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 (unless for external works to any listed building);
- revisions to planning applications once valid; and
- 'non-material' amendments.

4.41 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 Planning Committee instead.



4.42 The decision on the method of determination is made by the Director of Economy, Regeneration and Investment taking account of the advice of the Members Briefing Panel.

## Planning committee

4.43 Applications that cannot be decided under delegated powers are made by members of our Planning Committee. The process of making a decision involves an area team manager and the Head of Development Management (on behalf of the Director of Economy, Regeneration and Investment reviewing the report produced by the planning officer) recommending whether permission should be granted or refused). The report is then presented and considered at a public meeting of the Planning Committee. These meetings are held every four weeks.

4.44 You can find out more information about the planning committee on our [website](#).

## After a decision is made

4.45 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 and decision letter; or
- committee report and the decision letter are published on our website. The officer will include a summary of comments received in the report.

## Our approach to planning obligations

4.46 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.





- 4.47 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.
- 4.48 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.

## Community Infrastructure Levy

- 4.49 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.
- 4.50 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 Appeals

- 4.51 A planning decision can be appealed if any of the following apply:
- Planning permission or listed building consent was refused for reasons that the applicant thinks go against the Council's planning policies.
  - Planning permission or listed building consent was granted with conditions the applicant objects to
  - A decision has not been made on an application and 8 weeks have passed since the date it was received (if able to be validated) or 13 weeks for a major.
- 4.52 An appeal can also be made against an enforcement notice. There are 7 grounds of appeal which are outlined in [section 174\(2\)](#) of the Town and Country Planning Act 1990. This includes that planning permission should be granted for the works covered by the enforcement notice.



## How to comment on an appeal

- 4.53 We will send all comments and objections made to us on the original application to the Planning Inspectorate (the body who determine the appeal). These will be considered by the Inspector when determining the appeal. We will also tell the people who commented on the original application but you cannot make additional comments for appeals against householders, minor commercial and advertisement appeals. Anyone can comment on a planning, listed building or enforcement appeal.
- 4.54 You can make additional comments on an appeal or withdraw your representation by contacting the Planning Inspectorate. Appeal documents will be available on our [website](#) under the associated planning reference number.
- 4.55 If the appeal is determined by a Hearing or Public Inquiry there are additional ways you can get involved. More information can be found on how to take part [online](#). You can also email [planningappeals@camden.gov.uk](mailto:planningappeals@camden.gov.uk) with any questions you may have.
- 4.56 We notify people about the appeal with details of any deadlines for comments as follows.



**Table 8: How we consult on 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 had been submitted.
Householder, minor commercial, and advertisement appeals	No	No	No	A letter will be sent to those who commented on the original application but no additional comments can be made.

\* CAAC - conservation area advisory committee

Note: If the appeal is determined by a Hearing or Inquiry, a site and/or press notice may also be displayed to tell interested people about the hearing/inquiring arrangements.



## Trees notifications

- 4.57 It is necessary to notify the Council to carry out works to a tree that is subject to a Tree Preservation Order or of a certain size in a conservation area (further information is available [here](#)). If the proposals involve the removal of a tree, we will send consultation letters to neighbouring occupiers or erect a site notice. If the notification to carry out works to a tree is submitted by a neighbour, we will send a letter to the address where the tree is located.



## 5. Resources and review

---

- 5.1 Undertaking consultation is an integral part of the work of the planning 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.
- 5.2 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.
- 5.3 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. We will continue to explore the use of new technologies to aid consultation in the community.

### Reviewing the Statement of Community Involvement

- 5.4 As stated in paragraph 1.5 we will review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback and customer satisfaction survey responses.
- 5.5 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.
- 5.6 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.
- 5.7 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;
  - best practice in consultation from across the country and the need to change the way we involve the community; and
  - new technology and changing legislation



# 6. Where you can get more help

---

## Online

- 6.1 You can get more information and advice on our website: <http://camden.gov.uk/planning> and open data pages: <https://opendata.camden.gov.uk/>
- 6.2 This includes:
- the planning application search tool where you can search, view and comment on applications;
  - access to planning application documents and planning history.
  - interactive planning maps;
  - information on the planning application process;
  - our adopted planning policy documents; and
  - information on consultation and engagement on planning policy documents.

## Duty planner

- 6.3 Our duty planner is available to answer your planning questions and give general advice over the phone. You can find out how to contact the duty planner on our [website](#).

## Other Resources

- 6.4 You might also find the following useful:
- **The Planning Portal** – The Planning Portal is an online planning and Building Regulations resource for England and Wales. It provides information on plans, appeals, applications, contact details and research areas. The majority of planning applications are submitted through the planning portal [planningportal.co.uk](http://planningportal.co.uk).
  - **Royal Town Planning Institute (RTPI)** – The RTPI aims to advance the science and art of planning for the benefit of the public [rtpi.org.uk](http://rtpi.org.uk)
  - **Planning Aid** – Offer free, independent, professional advice on planning issues [rtpi.org.uk/planning-aid](http://rtpi.org.uk/planning-aid)
  - **Planning Practice Guidance** – This provides a helpful guide to all aspects of the planning process. [planningguidance.communities.gov.uk/blog/guidance](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:

- Canal and River Trust
- Environment Agency
- The Gardens Trust
- Greater London Authority
- Health and Safety Executive
- Highways Agency
- Historic England
- Lead local flood authority
- Local Planning Authorities
- 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
- Neighbourhood Forums
- Rail Infrastructure Managers
- Rail Network Operators
- Sport England
- The Theatres Trust
- Water and sewerage undertakers

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

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

- 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
- Primary Care Trusts 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

## **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 – Statutory 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 Local Planning Authority



- Where it exercises functions in any part of the neighbourhood area:
  - Primary Care Trust
  - Licensee under the Electricity Act 1989
  - Licensee of the Gas Act 1986
  - sewerage undertaker
  - 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.

