

## **ENVIRONMENT FORUM - REFERRAL PROCESS ARRANGEMENTS (Planning Applications)**

1. The Forum agenda may include major applications made under planning legislation which affect the categories in the Forum terms of reference (e.g. major planning application affecting heritage assets, listed building applications and major planning applications within the green belt, including sites adjacent to the green belt affecting its setting). The definition of a major planning application is given in regulations and is any planning application where:
  1. for residential development, the proposal involves 10+ dwellings or exceeds 0.5 hectare,
  2. for non-residential development, the proposal involves a building of + 1000 m<sup>2</sup> or the site exceeds 1+ hectare
  3. the proposal is for waste development
  4. the proposal is for development on a site having an area of 1 hectare or more
2. Members of the Forum may request relevant applications be added to the agenda by submitting the request in writing (e-mail) to the Governance team within 4 weeks of the application registration date (as published on the weekly list of applications received) and no later than 10 days prior to the Forum agenda despatch date.
3. Governance to consult Planning Service (Penelope Williams [Penelope.Williams@enfield.gov.uk](mailto:Penelope.Williams@enfield.gov.uk)) on referral requests prior to referral to Chair.
4. Acceptance of referral requests will be the decision of the Chair of the Forum.
5. Where referral requests are approved, the Governance team shall invite the planning application agent to present the proposals to the Forum. Presentations shall last no longer than 15 minutes, followed by a Q&A and debate of no longer than 15 minutes (unless otherwise agreed).
6. Officers shall not be members of the Forum and a technical analysis of planning applications by officers shall not form part of the process. Officers may request relevant applications and projects be added to the agenda following the same procedure as Forum members.
7. The purpose of the Forum is to air and acknowledge issues raised by Forum members on applications and proposals. Forum members will already make representations direct to case and project officers. The added value of the Forum is to provide an arena for issues to be aired.
8. In the spirit of an advisory board, the output of the Forum in the form of a minute of the discussion, will be to highlight issues that Officers are asked to consider, as part of the assessment of the planning application.

