

Enfield

Draft Revised Statement of Community Involvement in Planning



February 2020
www.enfield.gov.uk/SCi

Contents

1.	Community involvement in planning	7
2.	Plan making	17
3.	Development management	43
4.	Exploring new ways to consult	55
	Appendices	59



This consultation

Enfield's new Statement of Community Involvement (SCI)

The Statement of Community Involvement (SCI) sets out our approach to engaging with the community, organisations and statutory bodies in plan making and consulting on planning applications.

Our current SCI was adopted in 2015.

This consultation

We need to revise our current SCI to reflect up to date guidance and legislative changes that have taken place since. This revised SCI seeks to update the Council's existing SCI and provide a framework that is more up to date. We want to ensure that the planning process is clearly set out, get more people involved in shaping plans and planning decisions.

Have your say...

Public consultation on the revised SCI is taking place between **Tuesday 25 February 2020** until **Thursday 9 April 2020**.

You can respond to this consultation in the following ways:

- Send an email to: localplan@enfield.gov.uk with 'Statement of Community Involvement' in the subject line; or
- Write to: **Strategic Planning and Design, Enfield Council, FREEPOST, NW5036 EN1 3BR**

The draft revised Statement of Community Involvement in Planning is available online at <https://new.enfield.gov.uk/services/planning/community-involvement/>

Hard copies are available to view in all local libraries and at the Civic Centre.

Next steps:

Following the consultation, the comments received will be considered and any necessary changes will be made to the SCI in accordance with planning legislation and policy, before it is adopted.

Once adopted, it will replace our previous SCI adopted in 2015.

The deadline for all responses is

5pm on Friday 27 March 2020.



Community Involvement in Planning

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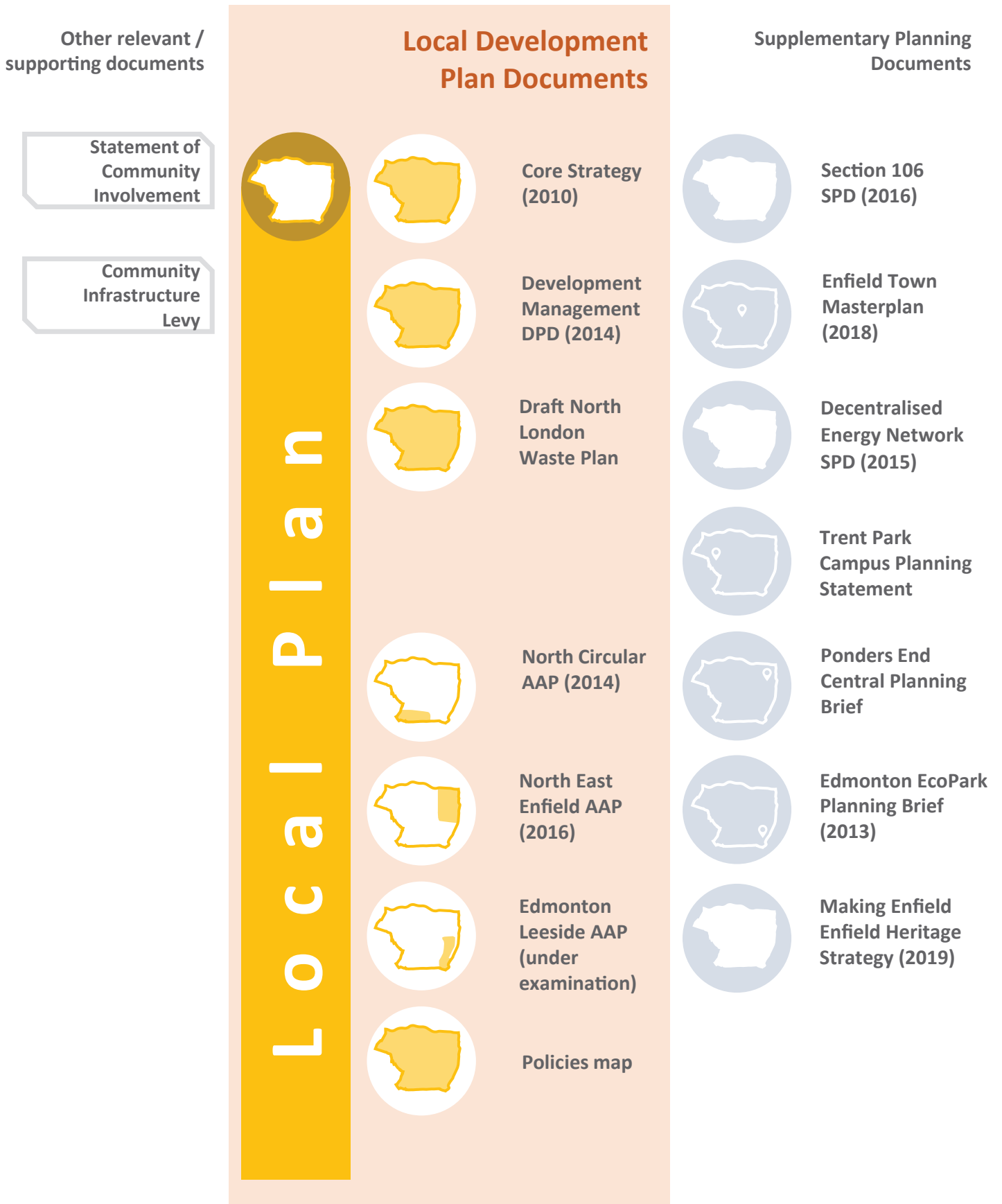


Figure 1: Enfield's Local Plan relationship of component documents

1 The Importance of Community Involvement in Planning



Planning is an integral part of shaping the neighbourhoods in which we live, work and leisure in. When it comes to the development of land and buildings, local communities are the people most affected by change. They are also the people best placed to understand how an existing area functions and what problems or issues development should seek to address.

In line with the principles of the Enfield Corporate Plan is to create a lifetime of opportunities in Enfield, this document seeks to ensure that Planning in Enfield encourages, enables and values to community engagement.

As such, we want to help residents understand the full spectrum of issues involved in successful planning, so that routes to involvement are as accessible as possible.

1.1 Enfield's new Statement of Community Involvement (SCI)

- 1.1.1 Enfield is experiencing a dramatic growth in population which requires a strategic approach in the delivery and distribution of new homes that people can afford along with the supporting infrastructure. Enfield needs to provide significant number of new homes and jobs as set out in the Mayor's draft new London Plan (2019) and government's targets. Growth on this scale requires a careful approach in consultation with residents, businesses, community groups and other stakeholders.
- 1.1.2 Our role as the local planning authority is to ensure that decisions on the future use of land and development are made with relevant legislation in a way that respects existing local communities, meets our needs for future housing growth and provides the job opportunities, services and open spaces that make the borough an attractive place to live and do business.
- 1.1.3 Enfield's new Statement of Community Involvement (SCI) sets out how you can get involved in the planning of your local area. This includes preparing a new Local Plan and other planning policies (in Part 2 of this statement), the process for making decisions on new developments (in Part 3) and sets out who will be consulted, when and how.

1.2 Why is the SCI being updated?

1.2.1 All local authorities are required to produce a Statement of Community of Involvement and keep it updated. The first SCI was adopted in June 2006 and updated in November 2015. The 2015 update made a number of alterations to bring the statement in line with the changes in legislation related to policy making.

1.2.2 The new SCI includes a number of additional changes that reflect:

- **National requirements:** we must be consistent with the latest requirements set out in national policy and legislation. The National Planning Policy Framework (NPPF) promotes consultation before and after a planning application is submitted and at key stages when preparing the Local Plan and other planning documents;
- **Our commitment for a meaningful engagement** throughout the plan making and development management processes;
- How we notify residents about planning applications in their area;
- **Our expectations** for how developers should engage with the local community before submitting a planning application; and
- **New technology:** How we will use digital technology to reach out to residents more effectively.

1.3 The planning system and opportunities for involvement

1.3.1 In Enfield, the planning process involves the following elements:

- Plan making;
- Infrastructure delivery – developer contributions;
- Development management – determination of planning applications; and
- Planning enforcement.

Further details are set out in Figure 2.

Figure 2: Opportunities for involvement

<p>Plan Making</p>	<p>The planning system in England is a ‘plan-led’ process - this means that a local authority (such as Enfield), develops a plan that sets out how land will be used and developed in the area over at least a 15-year period, based on national and regional legislation and guidance, as well as local evidence. This is the plan making element. As such the best way to influence development in Enfield is to help shape plans for the area. More on plan making in Part 2 of this statement.</p>
<p>Infrastructure delivery – developer contributions</p>	<p>Developers and landowners are expected to provide financial and other contributions towards the provision of infrastructure and services to address the demands arising from development.</p> <p>In Enfield, contributions are secured from two different sources: the community infrastructure levy and section 106 agreements. This money (more on this in Part 2, Section 2.7 of this statement) is used to fund a range of infrastructure projects to support the growth of the borough alongside a collaborative budget-setting approach that gives local people and stakeholders a say on future spending decisions.</p>
<p>Development management – determination of planning applications</p>	<p>Most development in the borough (e.g. new homes, shops, schools, health facilities and workplaces) will require planning permission.</p> <p>Planning applications must be decided in accordance with government policy and the development plan unless there are other important factors (known as material considerations) that indicate otherwise (see Part 3, Section 3.6). This is known as the development management process.</p>
<p>Planning enforcement</p>	<p>This is the process under which we monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so. More on this in Section 3.7 of this statement.</p>

1.4 Equalities

1.4.1 We recognise the challenges and opportunities to engage with the planning system due to various reasons such as language barriers, cultural perceptions, traditions or social expectations etc. In order to overcome these barriers, we will continue to explore interactive ways of involving community, apply more modern consultation tools, select accessible venues and facilities and provide documents in accessible formats on request etc. We also recognise that some individuals, groups and businesses may have a greater capacity to get involved in planning matters than others and so, where appropriate, we will support those who find it difficult to get involved with planning issues.

1.5 Reviewing the SCI

1.5.1 This statement will be kept under regular review and be updated when necessary to reflect current practice and changes to consultation methods and ensure it remains 'fit for purpose'. We will monitor the effectiveness of the SCI through the Annual Monitoring Report (AMR). This is published as soon as reasonably practicable.



1.6 Consultation Principles



Enfield's Corporate Plan: Creating a lifetime of opportunities

1.6.1 In line with the principles of the Corporate Plan to put people at the heart of everything we do, this statement seeks to ensure that planning in Enfield encourages, enables and values community engagement. As such, our role is not just to publicise consultations but to help residents understand the full spectrum of issues involved in successful planning, so that routes to involvement are as accessible as possible.

1.6.2 It is important that these intended outcomes be reflected in the way in which we consult on planning matters and ensure we are aligned with the government's Consultation Principles: Guidance (2018), which provides guidance on how consultations should be undertaken.

1.6.3 We want to involve people in a meaningful way using timely, proportionate and appropriate consultation techniques. In order to achieve this, our consultations will be undertaken in line with the following principles:

- **Clear and non-technical information:** information for consultations will be written in plain English as far as possible that is clear to help everyone contribute to the process. Sometimes we have to use technical words and if these have to be used, their meaning will be explained. A glossary is set out in Appendix A. Where possible and if requested, translations and large print versions will be made available. We will ensure that consultations have a clear purpose, and this purpose is explained;
- **Meaningful:** have a purpose and is proportionate, asking relevant questions on the issues that are to be decided on;

- **Strategic and early engagement:** consultation will take place as early as possible in the development of new proposals to allow the community help shape planning in Enfield. This will ensure that we have the right policies in place with a clear vision for how the borough will develop and grow in the future and development proposals and plans are consulted upon at an early stage. Early engagement will also help to avoid delays in the planning process early stage. Early engagement will also help to avoid delays in the planning process;
- **Appropriate scale:** the length of our consultations and techniques used will be appropriate to the type and status of the planning document and the impact of the proposal;
- **Flexibility:** we will aim to arrange consultation events at a range of times and places to make it convenient for as many people as possible to attend an event;
- **Variety of methods:** a range of consultation and publicity techniques will be used, across both online and physical spaces, including workshops, drop-in sessions, press launches, online surveys and social media. Where appropriate, we will use new digital methods such as 3D digital modelling alongside more traditional and conventional methods for public consultation to improve inclusivity and to ensure a more representative feedback/response;
- **Outreach and accessibility:** when preparing for consultations, we will consider how to engage with the most affected people and promote consultations as widely as possible with 'hard to reach' groups that are traditionally under-represented in planning. This may include those with no access to the internet, those who do not speak English as a mother-tongue, younger people and those with disabilities. When organising consultation events, we will aim to make them accessible to those with disabilities. We will promote equality through ensuring vulnerable people or disadvantaged groups are involved in the planning process;
- **Coordination and collaboration:** be open, transparent and responsive, allowing the opportunity for all to take part and showing how comments and views have been considered. We will keep accurate records of responses to consultations. When preparing planning documents, we will publish a consultation statement after each consultation ends, which summarises the process and results of the consultation and explains how the responses have fed into our decision-making on planning matters. Consultation statements will also explain how the consultation has been made accessible to as many people as possible;
- **Openness:** be open, transparent and responsive, allowing the opportunity for all to take part and showing how comments and views have been considered. We will keep accurate records of responses to consultations. When preparing planning documents, we will publish a consultation statement after each consultation ends, which summarises the process and results of the consultation and explains how the responses have fed into our decision-making on planning matters. Consultation statements will also explain how the consultation has been made accessible to as many people as possible;
- **Monitoring:** we will monitor and review the effectiveness of all consultation activities, including seeking feedback from participants to help ensure we can consult more effectively in the future; and
- **Privacy:** we will treat all data submitted as part of consultation activities in line with the General Data Protection Regulations (GDPR) to ensure your personal information is protected.

1.7 Community engagement in Enfield

- 1.7.1 As a council, we believe that you our customers, know things that we may not be aware of. Indeed, as the users of our services you possess invaluable local knowledge. For this reason, we believe that involving you fully and creatively in the design, development and delivery of our planning services is crucial. This will not only ensure that the right services are more likely to be delivered at the first time of asking, it will also mean that they will be of better quality.
- 1.7.2 In Enfield, we believe that community engagement is made up of five kinds of activity:
- **Informing** – providing you with good and timely information about the things that matter to you;
 - **Consulting** – asking for your thoughts and opinions, listening to and acknowledging your concerns and aspirations, and providing feedback on how your input has influenced our decisions;
 - **Involving** – where possible, working with you when designing and developing services to ensure that your concerns and aspirations are properly reflected;
 - **Collaborating** – where appropriate, working in partnership with you when making decisions, seeking your advice and innovation when developing services and utilising your skills and expertise when delivering them; and
 - **Empowering** – where appropriate, placing the power to make decisions in your hands.

1.8 The layout of this SCI

- 1.8.1 The rest of this document is set out as follows:
- **Part 2:** focuses on the plan making processes, explaining how different planning documents will be consulted on, and the techniques that will be used. It also sets out our role in neighbourhood planning;
 - **Part 3:** looks at consultations on planning applications, including what we expect developers to do in terms of pre-application engagement with the local community, and how you can comment on a planning application. This section also explains how we can use our planning enforcement powers to resolve breaches of planning control and as such, local people play an essential role in this aspect of the planning system; and
 - **Part 4:** explains how the planning service will explore the use of digital technology, including social media to enhance the enhance the local planning process.





Plan Making

2



What is the role of the development plan?

What the law says: Applications for planning permission 'must be determined in accordance with the development plan, unless material considerations indicate otherwise.

What does this mean?

The written policies of the development plan must be used to decide whether an application should be given planning permission. Amongst other things, policies will help determine whether a proposal is suitable in terms of its location, use, size, design, and environmental impact.

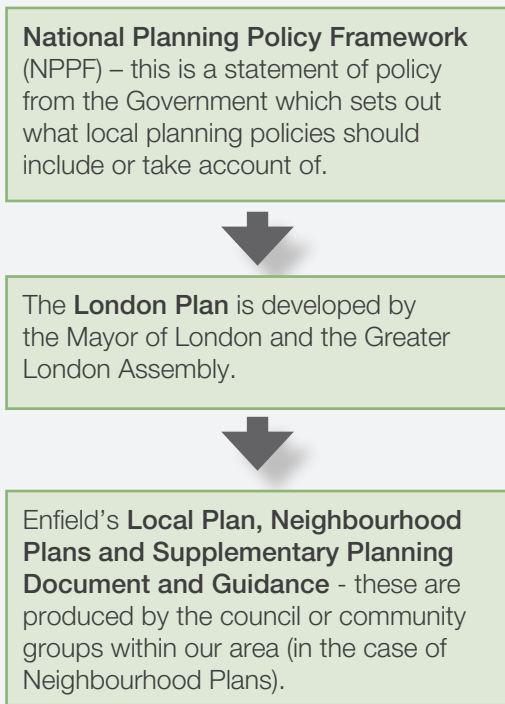
2 Plan Making

2.1 What is plan-making?

2.1.1 Plan-making is the process of shaping and influencing the future planning and development of an area. This involves preparing policies and supporting guidance to ensure that new development is well designed. Planning in England is policy-led and having local planning policies in place is important to ensure that development takes place in a way that is agreed with the community and stakeholders.

2.1.2 In Enfield, the hierarchy of planning policy is set out in Figure 3.

Figure 3: Hierarchy of planning policy



2.1.3 Collectively these different tiers - the adopted London Plan, Local Plan and Neighbourhood Plans form the 'development plan' for Enfield. Planning applications (with exceptions such as permitted development) will be assessed against this development plan and the NPPF.

2.1.4 The NPPF and national planning legislation are clear that Local Plans should be created in consultation with the community. The rest of this section will set out how we will engage with the community in the creation of planning policies.



- 2.1.5 Plan-making is a powerful way for you to get involved with shaping where you live. While regional and national plans are important to decision-making and everyone is free to comment on associated consultations, helping to shape the Local Plan is arguably the best way of influencing planning and development outcomes in your local area.
- 2.1.6 Beneath the NPPF, the London Plan establishes an overall strategic plan for London and creates the context in which Local Plans and associated documents must follow. Enfield's new Local Plan must be in 'general conformity with' the London Plan and 'consistent with' national policy, even if these two tiers are not fully aligned. Despite this higher-level context, it is possible to address local issues in proactive and creative ways that respond to the views and needs of local communities provided we have the necessary evidence. Local opinions/aspirations/pressures and concerns from residents and businesses all constitute evidence used for successful and effective plan making.
- 2.1.7 The Localism Act of 2011 introduced a fourth tier of plan-making known as 'Neighbourhood Planning' (more on this in Section 2.6).



2.2 Creating a Local Plan

- 2.2.1 The Local Plan sets out how the borough of Enfield will grow and develop in the future and how its places and environs will be protected and enhanced.
- 2.2.2 Figures 4 (below) and 5 (overleaf) sets out the main stages of the Local Plan process – this process follows the regulations. Although it is listed as a series of steps, it should be seen as a cycle i.e. every stage is informed by continuous engagement and dialogue. As soon as a plan begins to be implemented, policies will be monitored to see if they are effective in delivering its vision and aims. This starts to inform how the plan should next be updated and the cycle begins again. National guidance indicates that Local Plans should be updated at least every five years.

Figure 4: Local Plan making stages

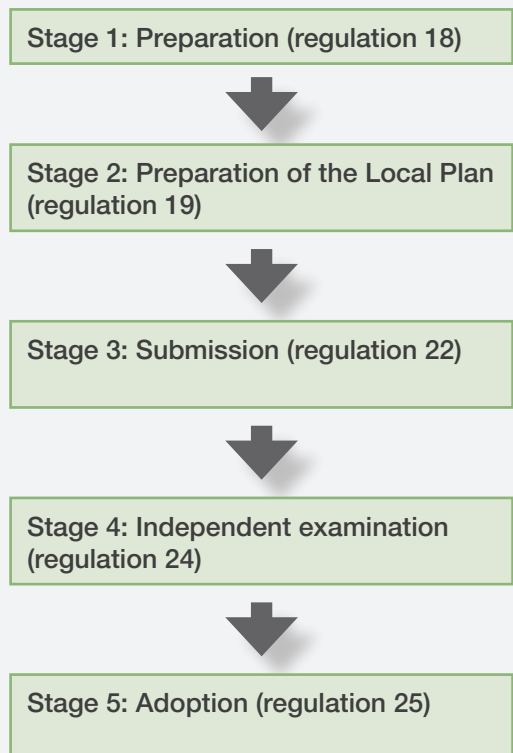


Figure 5: Creating a Local Plan



Plan making stage	
Stage 1: Preparation (Regulation 18)	<p>What is involved?</p> <p>This stage involves gathering and analysing evidence (known as the ‘scoping’ stage) to help us understand what the borough’s current and future needs are, this includes:</p> <ul style="list-style-type: none"> • feedback from local community groups, councillors, council departments and partner organisations regarding the economic, social and environmental challenges and opportunities facing the borough; and • technical studies that help us work out what is needed to meet the future needs of the borough, including the type, scale and location of new homes and other uses, such as employment and retail spaces. <p>Using this evidence, we put together an initial document which sets out the issues identified and logical ways we could address them through the Local Plan.</p> <p>This is an options testing phase that may be repeated a number of times.</p> <p>We will consult with statutory bodies on the scope of the Sustainability Appraisal (SA) or Integrated Impact Assessment (IIA).</p>
	<p>Opportunities for engagement</p> <p>Legally, we have to consult for a minimum of six weeks. Where necessary, we will extend the consultation to take into account religious festivals, public holidays and other relevant circumstances where known.</p> <p>We will:</p> <ul style="list-style-type: none"> • consult with statutory bodies on the scope of the IIA; • undertake early engagement with relevant groups and organisations; and • carry out the ‘duty to co-operate’ requirement.



What is a Sustainability Appraisal?

A Sustainability Appraisal is a required document, which sits alongside the Local Plan and seeks to ensure that all areas of the proposed plan are assessed against a range of social, economic and environmental objectives. This work is undertaken independently and will impact on each stage of the Plan’s preparation. Carefully considering these three objectives will help us to deliver sustainable planning policies. The sustainability appraisal is also open to consultation at the same time as the Local Plan.

Plan making stage



Stage 2: Publication of the Local Plan (Regulation 19)

What is involved?

Listening to what people and organisations tell us, we then produce a more complete draft Local Plan and ask for feedback through formal public consultation. This is a 'final draft' of the Local Plan prior to the examination process. Therefore, the intended vision, strategy and policy approach of the plan will have been decided at this point.

Consultees may suggest modifications to improve the plan. The focus of the consultation is on whether we have followed the correct procedures and whether the policies are worded correctly so that they are clear enough to use when making planning decisions.

Opportunities for engagement

While this stage specifically asks whether the draft plan is 'legally compliant', 'sound' and if it complies with the 'duty to co-operate', as well as for comments on policies and supporting text and diagrams within the plan. This means:

- Is the Local Plan legally compliant? i.e. the Council has or has not followed relevant legislation when preparing the Local Plan;
- Is the Local Plan sound? i.e. the strategy or policy is or is not suitable and appropriate; and
- Is the Local Plan compliant with the duty to cooperate? i.e. the Council has or has not adequately co-operated with neighbouring authorities.

We will consult widely for a minimum of six weeks and publish a consultation statement after the consultation finishes.

When responding at this stage, we will also ask if you want to participate in stage 4: the public examination of the Local Plan.

Stage 3: Submission (Regulation 22)

What is involved?

The Local Plan and all relevant supporting evidence and documents are submitted to the secretary of state for an independent examination to be organised.

Opportunities for engagement

There is no consultation on this stage, but we will notify all those who made comments at stage 2.



What is the duty to co-operate?



The duty to co-operate is a legal requirement on local planning authorities to engage with other relevant authorities and bodies constructively, actively and on an ongoing basis for strategic planning matters. Strategic matters are larger than local issues likely to have an impact beyond their immediate Local Plan area.



Plan making stage

**Stage 4:
Independent
Examination
(Regulation 24)**

What is involved?

At this stage the draft Local Plan will be examined by an appointed planning inspector, who will produce an examination guidance note with detailed procedural information.

Main issues raised at stage 3 are summarised and made publicly available.

A series of public hearings will be held on the topics included in the plan. The date, time and locations of the hearing sessions will be advertised six weeks in advance to people who have requested to appear at the hearings.

Opportunities for engagement

The examination provides a further opportunity for anyone who has previously commented to present any concerns direct to the inspector either through written submissions or attending public meetings.

If you wish to take part in these hearings, you should make this clear in your response to stage 2. The hearings will be open to the public to watch.

Following the hearings, we may be asked to make further changes to the plan, known as 'Main Modifications'. These changes will be published and consulted on for a further period of six weeks, in line with guidance from the planning inspectorate.

**Stage 5:
Adoption
(Regulation 26)**

What is involved?

After the examination hearings are complete, the inspector will then produce a report.

There are three possible outcomes:

- The inspector finds the plan is sound and legally compliant as submitted, i.e. the inspector recommends adoption;
- The inspector finds the plan 'unsound' and/or legally non-compliant as submitted, but it is possible to make sound and legally compliant by making main modifications to it. If so, these will be consulted on in the same manner as stage 2; and
- The inspector finds the plan unsound and/or legally non-compliant as submitted. The inspector recommends non-adoption of the plan. In practice, the inspector would ask us to consider withdrawing the plan before any such recommendation is made.

If the modifications are accepted the plan can be adopted, and we will produce an adoption statement and make it and the plan available to view which will then be adopted by a vote at a full council meeting.

Upon adoption, its policies will be implemented and the process of assessing what updates are needed next begins again.

2.3 Creating other local planning documents

2.3.1 In addition, we may produce other planning documents to support the implementation of the Local Plan. These might include:

- Supplementary planning documents (SPDs) to guide policies, focused on specific issues;
- Masterplans (looking at specific sites or areas);
- Article 4 directions (documents that remove certain permitted development rights);
- Conservation area appraisals; and
- Development briefs.

2.3.2 All these documents provide guidance to existing policies and will be subject to consultation to ensure the views of community are incorporated. However, they are not subject to examination in the same way as the Local Plan.

2.4 Supplementary planning documents

2.4.1 SPDs provide more detailed guidance on how the policies in the Local Plan are applied. Once adopted, these are material considerations in the determination of planning applications. However, they do not form part of the statutory development plan.

2.4.2 SPDs may cover a range of issues - thematic and site specific. They may take the form of design guides, area development briefs, masterplans or issue-based documents. Enfield has adopted a number of SPDs and informal planning documents and there are a number currently in preparation. Find out more on: <https://new.enfield.gov.uk/services/planning/supplementary-planning-documents/>

2.4.3 By law, we must consult over a minimum of four weeks on SPDs.

2.4.4 While there is no statutory requirement to undertake a sustainability appraisal/ environmental impact assessment, it can be used as a tool to assess the supplementary planning document where it is likely to have significant effects which have not already been assessed during the preparation of the relevant strategic policies through the Local Plan.

2.4.5 Figures 6 (below) and 7 (overleaf) sets out the stages of creating an SPD.

Figure 6: Creating supplementary planning documents



Figure 7: Creating supplementary planning documents



Supplementary planning document making stage	
Stage 1: Evidence gathering	<p>What are the processes and requirements?</p> <p>We will:</p> <ul style="list-style-type: none"> • collect evidence and establish wider policy framework; consider issues and alternatives; and • screen to determine whether an IIA is required.
	<p>Opportunities for engagement</p> <p>We will:</p> <ul style="list-style-type: none"> • carry out informal consultation and engagement. The nature/extent of this will be determined by the evidence gathered, subject matter and scope of the consultation; and • undertake early engagement with relevant groups and organisations.
Stage 2: Consultation on the draft plan (Regulation 13)	<p>What are the processes and requirements?</p> <p>We will consult over a minimum of four weeks to allow comments on the draft SPD and any supporting evidence.</p> <p>Comments will be carefully considered to the document.</p> <p>Following the close of the consultation we will prepare a consultation statement setting out how the local community and stakeholders have influenced its preparation.</p>
	<p>Opportunities for engagement</p> <p>We will:</p> <ul style="list-style-type: none"> • write to specific, general and all other consultees who we consider may have an interest, including everyone on the planning policy consultation database; • make consultation documents available for inspection including on our website, planning offices and other locations as considered appropriate; • discuss the document with relevant stakeholders including statutory consultees; and • use social media and/or local media to raise awareness. <p>Depending on the content, consultation may also be supported by workshops/meetings.</p>



Supplementary planning document making stage

Stage 3: Adoption (Regulation 14)

What are the processes and requirements?

We will formally adopt the SPD.

Adoption documents including the consultation statement will be published.

Opportunities for engagement

Once adopted the SPD and adoption statement will be available for inspection at local libraries and at the civic offices and on our website.

We will directly notify any person who has been asked been notified of the adoption of the SPD.

We will use social media and/or local media to advertise adoption of the plan.

Stage 4: Monitoring and review

What are the processes and requirements?

The SPD will be monitored to make sure it is achieving its aims.

The SPD will be subject to periodic review to ensure it remains up to date and appropriate.

We will prepare an annual monitoring report reporting on the performance of the Council's planning policies.

2.5 Article 4 Direction

- 2.5.1 Article 4 directions are used to remove permitted development rights which are normally in place to prevent development that would harm the character of the area. An article 4 direction can be applied to individual properties, an area or to a particular type of development.
- 2.5.2 More information can be found in the Town and Country Planning (General Permitted Development) Order 2015. Requirements for making Article 4(1) are set out in the Town and Country Planning (General Permitted Development Order) 2015.

2.6 Neighbourhood Planning

- 2.6.1 Neighbourhood planning is a key part of the government’s localism agenda. The approach to consultation and engagement will be a matter for the individual bodies in preparing their plans. Therefore, the statement provides an overview of what neighbourhood planning is, its process and how we will support and assist neighbourhood plan groups in the preparation and making of neighbourhood plans.
- 2.6.2 By law, either a Parish or Town Council, or a Neighbourhood Forum can prepare a Neighbourhood Plan, to shape the development and growth of their local area. Whilst we do not have Parish or Town Councils, a local group can prepare a plan by forming a neighbourhood forum. A neighbourhood forum takes on the responsibility for producing the neighbourhood plan and/or neighbourhood development order with the aim to assist in the determination of planning applications in the local area to which it applies. Local community groups, subject to specified procedures can apply to us to designate Neighbourhood Forums and Neighbourhood Areas.

2.6.3 Neighbourhood Plans must be consistent with national policies and development plans including the London Plan and Local Plan. Where they choose to do so, local people can draw up a plan or a development order as follows:

- **Neighbourhood Plans** allow communities to establish planning policies for the development and use of land in an area. A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum. This means that the Council and planning inspectors will need to take the plan into consideration when making planning decisions; and
 - **Neighbourhood Development Orders** (including community right to build orders) grant planning permission for a specific type of development in an area without the need for a planning application. This could be either a development or a class of development such as housing or retail.
- 2.6.4 Like local plans, there are regulations which cover the preparation of neighbourhood plans or orders including consultation requirements. Regulations also cover the referendum stages. Our role is to provide support and advice to those producing neighbourhood plans and to make some key decisions. This includes at the outset of the process agreeing to the designation of a neighbourhood forum for the neighbourhood area. Plans can be prepared in any area of the borough. Figure 1.8 below outlines the various stages in preparing neighbourhood plans and/or neighbourhood development orders, whether consultation is being carried out by the neighbourhood forum or us, and what we will aim to do to assist neighbourhood planning in the borough.
- 2.6.5 We will seek to ‘frontload’ our advice, with the aim of quickly building local capability of the neighbourhood to deliver their own plan. Once the neighbourhood area has been confirmed, we will be open to requests to help organise a realistic set of necessary actions, to ensure the neighbourhood plan gets off to a successful start and builds momentum.

Figure 8: Neighbourhood plan making

Neighbourhood plan making

Stage 1: Designating the Neighbourhood Area and Neighbourhood Forum



Neighbourhood Forum's role

A group needs to apply to us to have a neighbourhood area and neighbourhood forum designated and needs to show that the area has been consulted on and that the forum is representative.

Our role (as local planning authority)

With the exception of applications which cover an entire area, we will formally publicise and consult on applications to designate a neighbourhood area (minimum consultation period is six weeks) and publish details in relation to the designation or refusal of a neighbourhood area.

Where appropriate, consultations on the designation of a Neighbourhood Area and a Neighbourhood Forum will be combined.

We will:

- write to specific, general and all other consultees whom we consider may have an interest;
- make documents available on our website, planning offices and other locations as considered appropriate; and
- use social media and local media/press to raise awareness.

Stage 2: Preparing a draft Neighbourhood Plan/Order - Develop vision, aims and objectives



Neighbourhood Forum's role

A neighbourhood forum will:

- develop a vision, aims and objectives;
- gather baseline information and evidence;
- identify and assess options;
- consult with relevant bodies and assess options for the plan; and
- determine need for an integrated impact assessment.

Our role (as local planning authority)

We will:

- undertake initial screening (over a five week period) consulting the statutory consultees to determine whether an IIA is required;
- provide advice on relevant national and local planning policies and guidance;
- share evidence and information on planning issues and on funding and skills for neighbourhood planning; and provide relevant contact information to assist consultation, publicity and engagement.



Neighbourhood plan making

Stage 3: Pre-submission publicity and consultation

Neighbourhood Forum’s role

A neighbourhood forum will:

- publicise the draft neighbourhood plan or order and invite representations (minimum of six weeks consultation);
- consider the comments and amend plan/order if appropriate;
- Prepare consultation statement; and
- consult the consultation bodies as appropriate.

Our role (as local planning authority)

We will continue to provide informal advice and support and a formal response to consultation.

Stage 4: Submission of Neighbourhood Plan/ Order

Neighbourhood Forum’s role

A neighbourhood forum will submit the neighbourhood plan and supporting documentation to the Council.

Our role (as local planning authority)

If the plan or order meets the legal requirements, we will formally publicise and consult (for a minimum of six weeks).

We will:

- write to specific, general and all other consultees referred to in the consultation statement;
- make documents available on our website, planning offices and other locations as considered appropriate;
- use social media and/ or local media to raise awareness; and
- collate the representations made to send to the examiner.



2.7 Developer's contributions and scope to influence spending



What are developer's contributions?

Developer contributions are the benefits and monies new development brings to an area when planning permission is granted and takes place. These are secured either through:

- Section 106 obligations – legal agreements which are negotiated between us (the council) and the developer/landowner as part of a planning application (under section 106 of the Town and Country Planning Act 1990) to ensure that the proposed development is acceptable in planning terms and makes a reasonable contribution to the infrastructure needs of the borough; and
- the Community Infrastructure Levy (CIL) – a tariff-based charge on most new development in Enfield, which provides funding towards new infrastructure in the borough; the levy took effect in April 2016. The Enfield CIL Charging Schedule is subject to periodic review and can be found at: <https://new.enfield.gov.uk/services/planning/community-infrastructure-levy/>. We also collect the Mayoral CIL on behalf of the Mayor and funds raised are used to help pay for Crossrail.

Section 106 contributions

- 2.7.1 Section 106 contributions are used to mitigate the impacts of development (e.g. site-specific) and support the provision of services and infrastructure in association with planning applications. These can include:
- affordable housing;
 - recreational facilities;
 - education provision;
 - creation, maintenance and adoption of open space and recreation facilities;
 - employment and skills;
 - provision or adoption of new highways and public rights of way; and
 - community facilities.
- 2.7.2 Section 106 funding will be targeted towards the identified priorities set out in the Local Plan and Infrastructure Delivery Plan.
- 2.7.3 At the end of each financial quarter, officers from relevant service areas seek authorisation to spend the funds in accordance with the terms set out in each section 106 agreement. Once approved, section 106 funding will be allocated to specific projects across the borough.
- 2.7.4 Wherever possible, S106 contributions will be used alongside other sources of funding (including crowdfunding, levy receipts and government grants) to secure the delivery of a project or programme.

Enfield community infrastructure levy

- 2.7.5 In Enfield, the community infrastructure levy is charged on a flat rate per square metre of new build floorspace over a certain size.
- 2.7.6 The Enfield CIL Charging Schedule sets out the rates on which the levy is based (depending on the extent of floorspace and the nature and location of the proposed development). Unlike section 106 agreements, CIL is non-negotiable and can be levied on a much wider range of developments (although there are some exceptions, such as small-scale affordable housing and self-build projects).



- 2.7.7 The money collected from the levy is used towards the funding of infrastructure to support the growth and development of the borough. The majority of funding (80%) is used to provide capital funding towards large-scale infrastructure projects within the borough, such as schools, highways and other public works. Up to 5% of the funds is retained to cover administration costs, while the remainder (15%) is spent on neighbourhood projects.
- 2.7.8 Many of these projects will be identified in the borough's Infrastructure Delivery Plan and the annual capital programme. The Infrastructure Delivery Plan will provide the mechanism through which infrastructure projects will be identified and prioritised to support the growth requirements set out in the emerging Local Plan.
- 2.7.9 CIL receipts can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible.
- 2.7.10 The amount of funding available each year will vary and will depend on how much money has been collected from developments in the borough. Decisions on the approval of projects will be made in line with current decision-making procedures relating to capital and, where appropriate, revenue spend. Spending priorities will be determined on as part of the annual budget-setting process set out in the capital programme (taking account of the specific and cumulative needs arising from development) and in line with the Infrastructure Delivery Plan.
- 2.7.11 Enfield has also been collecting CIL on behalf of the Mayor of London since April 2012. The Mayor of London's new charging schedule (known as MCIL2) came into effect on 1 April 2019 (see www.london.gov.uk/sites/chargingschedule). These funds are transferred to the Transport for London on a quarterly basis to help finance Crossrail.





Neighbourhood CIL (known as the ‘Enfield Neighbourhood Fund’)

- 2.7.12 The regulations state that a proportion of the funds raised through the community infrastructure levy (15% of receipts or 25% where neighbourhood plans have been adopted) must be passed directly onto local communities where development has taken place - this is set out in Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019. The secured funds can be used to support the provision, improvement, replacement, operation and maintenance of a wide range of local and strategic infrastructure that is needed to support growth and development in the borough.
- 2.7.13 Where a neighbourhood plan has been adopted, CIL receipts will be passed on the neighbourhood forum to spend in the area in which receipts have been collected from chargeable developments. Candidate projects identified through the neighbourhood plan will be subject to consultation, examination (via a formal hearing process) and agreement through a local referendum.
- 2.7.14 The neighbourhood portion (otherwise known as the Enfield Neighbourhood Fund) can be used to help deliver a wide range of infrastructure projects at the local level. This could include:
- improvements to streets and local green spaces;
 - flood risk management solutions;
 - community safety measures;
 - new community, health and social care facilities; and
 - new cycle lanes.
- 2.7.15 Local authorities are required to engage with communities and other relevant stakeholders on how this funding should be spent. Consultation will be undertaken using the same techniques as those used in the preparation of the Local Plan.

CIL Charging Schedule

- 2.7.16 We have a duty to keep our charging rates under review to ensure they remain appropriate and respond to changing economic circumstances, such as rising land values and house prices. Government guidance advises that charging schedules should be reviewed at the same time as Local Plans.
- 2.7.17 The process of preparing a new charging schedule is similar to that which applies to the preparation of the Local Plan (including consultation, examination and adoption). The regulations set out the procedures that we must follow before we can adopt a new or revised charging schedule summarised in Figure 9 overleaf.
- 2.7.18 The recent changes to the regulations have removed the requirement to undertake two rounds of consultation prior to adopting the charging schedule. Although the procedures regarding consultation are more flexible, we want to make sure that people and organisations have an opportunity to comment on any proposals to update or review the charging schedule as far as possible.
- 2.7.19 As part of the consultation process, we will carry out a range of methods to ensure effective community engagement in the preparation of the new charging schedule. In addition, we will consult with bodies listed in the relevant regulations (including neighbouring authorities and infrastructure providers) to invite them to make representations on the draft charging schedule and associated evidence. However, charging schedules are not subject to sustainability appraisal/strategic environment assessment.
- 2.7.20 Wherever possible, the preparation of a new or updated charging schedule will align with the Local Plan timetable as set out in the Local Development Scheme.



Figure 9: Enfield community infrastructure levy

Enfield community infrastructure levy	
Stage 1: Draft charging schedule	<p>Process and requirements</p> <ul style="list-style-type: none"> • Prepare evidence base to inform the draft schedule (including the potential impact of CIL rates across various development scenarios) and demonstrate how it will support the implementation of the Local Plan and development across the borough; • Publication of draft schedule and a statement of representations procedure; and • Statutory consultation over a minimum of six weeks on the draft schedule and supporting evidence.
	<p>Opportunities for engagement</p> <p>Informal consultation and engagement will take place with key stakeholders and interested parties.</p> <p>We will:</p> <ul style="list-style-type: none"> • write to specific, general and all other consultees who we consider may have an interest, including all those who have requested to be notified; • make consultation documents available on our website, planning offices and other locations, as considered appropriate; • use social media and local media to raise awareness; • consider holding meetings and drop-in events to discuss the draft charging schedule and seek feedback from consultees; and • consultees can request to be heard at the examination and notified of future stages.
Stage 2: Submission	<p>Process and requirements</p> <ul style="list-style-type: none"> • Submission of the draft charging schedule, a summary of main issues raised through the consultation, copies of the representations and relevant evidence; and • Consider representations when preparing the schedule.
	<p>Opportunities for engagement</p> <p>We will:</p> <ul style="list-style-type: none"> • prepare a statement summarising the results of the consultation; and • contact all those who requested notification that the draft charging schedule has been submitted to the secretary of state.

Enfield community infrastructure levy	
Stage 3: Examination (regulation 16)	<p>Process and requirements</p> <p>An inspector will be appointed to examine the draft schedule – to make sure it is legally compliant, economically viable and consistent with national guidance.</p> <p>A six-week statutory consultation on proposed changes following the hearings to ensure it meets statutory requirements (where applicable).</p> <p>The inspector will make recommendations in a final report.</p>
	<p>Opportunities for engagement</p> <p>Documents will be made available and persons notified as above.</p> <p>If the schedule had been modified following the examination, all consultees under stage 2 will receive a copy of the statement of modifications.</p> <p>Notice of the examination will be given four weeks in advance to those consultees who have requested the right to be heard.</p> <p>We will:</p> <ul style="list-style-type: none"> publicise the examination including the date(s) of the hearing(s); and publish the inspector’s recommendations and inform all who requested notification.
Stage 4: Adoption	<p>We will formally approve the charging schedule. The new rates will take effect from the date of adoption.</p> <p>We will keep the charging rates set out in the adopted schedule under review to ensure they remain appropriate and up to date (taking account of changes in development costs and land values).</p> <p>We will:</p> <ul style="list-style-type: none"> publish the Charging Schedule, Adoption Statement and associated maps on our website; and use social media and/or local media to advertise the adoption of the schedule.





2.8 Monitoring and review

- 2.8.1 Spending priorities on the use of developer contributions (i.e. CIL and section 106 agreements) will be agreed at Cabinet and Full Council on an annual basis (as part of the medium financial strategy) and reported through the annual Infrastructure Funding Statement. These priorities will align with the objectives of the Corporate Plan and will be updated on a yearly basis.
- 2.8.2 The Enfield Infrastructure Funding Statement will set out how CIL and section 106 income has been collected and spent over the past financial year and how it will be spent over the year ahead (taking account of known and expected infrastructure costs and other potential sources of funding).
- 2.8.3 The broad allocation and distribution of funding will be kept under regular review to ensure it remains appropriate.
- 2.8.4 The Infrastructure Delivery Plan will be updated annually to inform the capital programme and monitor the progress of projects and programmes.

2.9 Evidence Base

- 2.9.1 All planning policy documents are required to be based on evidence. The evidence used in preparing a plan is wide ranging and includes evidence such as census, London-wide or borough data, topic specific studies relating to housing, employment and retail requirements, land supply assessments, landscape, biodiversity, green infrastructure, flood risk and infrastructure, non-planning strategies and plans. Evidence also includes feedback from consultations, surveys and workshops and discussions with the development industry to ensure proposals are deliverable.
- 2.9.2 Evidence base studies are normally prepared in part by technical experts in conformity with current guidance and best practice. Whilst there is no statutory requirement for us to consult, we will undertake targeted consultation on relevant evidence base studies as part of the preparation of the Local Plan and provide notifications when new evidence is published. The complete set of evidence base studies will be published at draft publication stage (regulation 19).



2.10 Who do we involve?

- 2.10.1 As explained previously, local knowledge from residents, business and community groups is vital to creating a Local Plan or other local planning documents that responds to local needs and requirements. As such and in line with the priorities set out in the Corporate Plan to ‘create a lifetime of opportunities Enfield’, all engagement and consultation activity will seek the views of local people.
- 2.10.2 In the interests of best practice and partnership working, we will seek the input of other key stakeholders to the development process, including other public bodies, landowners, developers and neighbouring boroughs (amongst others) . Specified bodies must be consulted where the body may be affected by what is proposed.




2.11 Duty to co-operate

- 2.11.1 We also have a legal ‘duty to co-operate’ with other local authorities, county councils and other relevant public bodies (as defined under the Town and Country (Local Planning (England) Regulations 2012) (as amended), in relation to strategic cross boundary issues, such as housing, transport and flood risk. We will continue to positively address cross boundary issues in its plan making. This duty is additional to the basic legal requirements for in relation to strategic cross boundary issues, such as housing, transport and flood risk. We will continue to positively address cross boundary issues in its plan making. This duty is additional to the basic legal requirements for consultation when plan making.
- 2.11.2 We will publish a work programme, known as the Local Development Scheme (LDS), which tells you which planning document we expect to produce or update over the next 1-3 years. This will give you an idea of where in the plan-making cycle we are and when formal consultations are likely to occur.
- 2.11.3 If you would like to be kept aware of the Local Plan and other local planning document consultations, you can sign up to our database:

Sign up to the Local Plan database

When we run consultations related to local planning documents, we send alerts to our stakeholder database. Please sign up if you wish to be kept informed about the progress of key planning documents for the borough. You can sign up by emailing:

 localplan@enfield.gov.uk



2.12 Continuous engagement and techniques for consultation

2.12.1 Since the adoption of the first SCI in 2006, methods of interaction and communication with you have significantly changed. Internet access has increased and so our communication with you through digital means has increased with a shift towards online services. All planning documents are available to view and access from our website within the Planning Policy section: <https://new.enfield.gov.uk/services/planning/>

2.12.2 The following table summarises the range of continuous engagement and techniques that we undertake or make use of. It is worth noting that anyone can contact the Local Plan team at localplan@enfield.gov.uk at any time. This approach to engagement helps us to gain a broad range of views and helps to minimise costs.

2.12.3 However, we recognise that not all residents will have access to the internet. So, therefore, documents will also be made available in a variety of formats to enable widest possible audience to provide feedback on planning consultations. Particular efforts will be focused towards reaching 'hard to reach groups' such as young people, elderly people and those from ethnic minorities. Figure 10 explains the types of communications methods that will be used.

Figure 10: Engagement and techniques for consultation

Method	Explanation
Digital communications and social media	
Digital communications 	<p>The use of digital tools to assist consultation and presentation of policies is the primary method of interaction. We already engage with the community at different stages of plan making using a multi-media approach as this can help wider communities to become empowered and involved in the planning process and decision making.</p> <p>New initiatives for resident engagement will be further explored.</p> <p>We will publish all planning policy documents on our website and consider the use of a dedicated micro site for community engagement and consultation.</p>
Social Media 	<p>With an increasing number of residents and businesses using various forms of social media, consultation notifications will be posted on the Council's social media pages. We use Twitter feeds, Facebook and LinkedIn to publicise and provide links to planning consultations and deadlines.</p> <p>We will consider using a dedicated micro site and/or software for engagement on expressing opinions in a simple multiple-choice format on key consultations issues.</p> <p>For planning consultations, using maps and photos can be included alongside contextual information to make it more appealing and user-friendly. We will also use links to our webpages which will inform people of upcoming consultation events, where they can view particular documents, how they can submit comments and where any exhibitions and workshops will be held.</p> <p>You can follow us on Twitter at: @enfieldcouncil or Facebook at Enfield Council UK. Any comments made to our posts on social media will not be taken as comments made to any formal planning policy consultations.</p>

Method	Explanation
Hard copies	
<p>Documents being made available for inspection at council offices and the hub libraries</p> 	<p>Making documents available for inspection at specified points within the borough is a minimum requirement set by planning regulations. These locations are accessible to people with disabilities.</p> <p>Copies of documents are also sent to the Hub Libraries and Community Libraries and held within the reference section.</p> <p>The availability of documents and opening times of the libraries will be advertised in a number of ways, including a letter/email, via the Council's website at https://new.enfield.gov.uk/services/libraries/contact-information-and-opening-hours/ and through statutory notices within the local press.</p> <p>Charges will apply for printed copies and background paper requests. The Regulations allow for a reasonable charge to be made for copies of documents requested by individuals or organisations. When providing printed copies, we must seek to cover our own costs. Costs will be calculated on a case by case basis.</p>
<p>Summary documents and questionnaires (where appropriate)</p>	<p>Summary documents and response forms/questionnaires will be made available on the Council's website at: www.enfield.gov.uk/localplan</p>
<p>Mail shots (letters and emails)</p> 	<p>Mail shots are used to notify relevant bodies of planning policy consultation events (depending on the issues raised), and are mainly used for statutory notification or to communicate with a specific group of bodies.</p> <p>We maintain a database with those individuals and groups who wish to be informed of various stages of the Local Plan process. Before the start of the consultation, we will always notify statutory consultees, and those registered on our database for planning policy matters, of the commencement dates and period for comment, along with clear guidance regarding how to comment. Currently, comments can be submitted via email to: localplan@enfield.gov.uk or posted to: Strategic Planning and Design, Enfield Council, FREEPOST, NW5036, EN1 3BR.</p> <p>Email is an increasingly preferred means of communication on planning policy consultations. It is a quick, resource saving and accurate way of communication with the public and various stakeholders.</p> <p>Where possible, the Council will use emails as opposed to posting hard copy documents and letters in order to support its move towards being a paperless authority.</p>
<p>Newspapers</p>	<p>We are no longer required to advertise consultation on planning policy documents in the local press. However, we may decide to place an advert in the statutory pages of The Enfield Independent. These are known as public notices, which will include information about where information can be found and consultation deadlines.</p>

Method	Explanation
Newsletters	A new Local Plan newsletter will provide regular updates those who hold a valid email address on our consultation database. These newsletters will also be made available on our website at: https://new.enfield.gov.uk/services/planning/local-plan/#6
Face-to-face	
Meetings with selected stakeholders and key interest groups	This provides a useful way of identifying key issues, getting key bodies involved and achieving consensus with other strategies and initiatives. In certain circumstances, public or identified stakeholder meetings may be held. Discussion groups can also provide an opportunity to receive feedback on specified topic areas.
Focus groups/workshops	Workshops and focus groups enable a range of stakeholders, including local residents to influence and shape proposals in a way that helps meet their aspirations and concerns. These events are usually more helpful when held early on in the plan making process. This could include targeted work with community and voluntary organisations.
Exhibitions	Depending on the plan we are consulting on, exhibitions provide a useful way of conveying key pieces of information and providing a mechanism for stakeholders to understand the role and content of the consultation and discuss issues with officers. Public exhibitions can be either staffed (e.g. market stalls and unstaffed static exhibitions).



2.13 What happens to your comments?

- 2.13.1 All comments (otherwise known as representations) received on planning policy documents including the person or organisations name and contact details will be recorded. Your details will not be passed onto third parties. However, they will be used to notify you of progress with the document that you have made comments on and any subsequent planning policy consultations. If you do not wish to receive these notifications, please let us know.
- 2.13.2 The comments received will be reported as summaries or summary reports. Addresses and contact details will not be published, generally anonymous comments are not accepted for consultation purposes.
- 2.13.3 For both development plan documents and supplementary planning documents, we will publish statements summarising the results of each consultation in connection with the preparation of the document and the responses received. These will be made available online on our webpage following the close of the consultation.
- 2.13.4 Development plan documents must undergo at least two rounds of public consultation (regulations 18 and 19). The second round of consultation is more formal in nature and invites comments on the final draft of the document before it is submitted to the government to undergo an independent examination. However, representations on the draft document will need to relate to the tests of soundness set out in government guidance and the legal requirements set out in the regulations. Your representations (once validated) will be made public following the consultation (via our website) and will be passed onto the inspector presiding over the examination. Your response to the consultations will help shape the future growth and development of the borough. We value your contribution to this process. All comments will be fully considered.





Development Management

3



3 Development Management

3.1 Introduction

3.1.1 Development management is an integral part of the planning process. It puts development plans and policies into action to achieve sustainable development. There are different types of application depending on the specific type of consent sought. Development management includes the process by which planning applications (including applications for planning permission, listed building consent, advertisement consent and prior approval) are decided. For most types of application, the process and approach to engagement is set out in Figure 11. This explains the process for determining a planning application and when, how and who will be consulted. Further details on the types of applications are set out in Appendix B.

3.2 Pre-Application Advice and Consultation

3.2.1 We strongly believe in the principle of early engagement. This means working with developers, residents, and other stakeholders at the earliest possible stage in the process to shape development proposals and identify and overcome potential obstacles.

3.2.2 Development management includes pre-application engagement, which aims to shape development and deal with key planning issues well in advance of an application being submitted. Pre-application consultation is not mandatory but is strongly encouraged and we believe that early engagement leads to better development proposals and increases the likelihood of a proposal complying with the development plan. The process can help to identify improvements and overcome objections at a later stage.

3.2.3 It is recognised that the parties involved at the pre-application stage will vary on each proposal, and the level of engagement needs to be proportionate to the nature and scale of a proposed development. Any pre-application consultation should follow the general consultation principles set out in Part 1 of this document.

Figure 11: Engagement and techniques for consultation



- 3.2.4 We have no formal role in pre-application consultations but will encourage other parties to take maximum advantage of the pre-application stage. For more details on and how to book visit please go to: <https://new.enfield.gov.uk/services/planning/planning-pre-application-advice-service/> or call 0208 379 4065. For guidance about fees for our planning pre-application advice service, please view our latest fees schedule at: <https://new.enfield.gov.uk/services/planning/pre-application-fees-schedule-2019-20-planning.pdf>
- 3.2.5 The details of pre-application consultations (including local community and statutory consultees), should form the basis of a Statement of Community Involvement, which must be submitted with the planning application. The Planning Local Validation List <https://new.enfield.gov.uk/services/planning/planning-application-requirements-planning.pdf> explains in more detail what you will need to submit alongside your application. A guide on how you can make comments on planning application can be found here: <https://new.enfield.gov.uk/services/planning/2018-charter-review-planning.pdf>.
- 3.2.6 Additionally, we have also produced a charter setting out how we (as the local planning authority) will treat our customers with fairness and in a polite and professional manner and expect our customers to treat us in the same way. The Planning Charter is available to view here: <https://new.enfield.gov.uk/services/planning/planning-charter-planning.pdf>
- 3.3.2 In general terms, a PPA is a collaborative project management process, which aim to improve the quality of development and decision making by taking away national targets for determining an application and setting out the key topics and milestones of the pre-application.
- 3.3.3 The advantages of developing PPAs are very clear:
- better management of pre-application and post-application stages;
 - identification of key issues at the initial stages
 - greater collaborative working through a continuity and consistency approach from council officers
 - collectively working towards a realistic and predictable timetable;
 - greater responsibility and transparency;
 - where permissions are granted development is easier to implement; and
 - overall high-level partnership working.
- 3.3.4 When a PPA is proposed, an inception meeting will be held with all the relevant parties. At this meeting a project team will be agreed and a framework will be established setting out the process, timing and fees applicable.
- 3.3.5 The framework will include the pre-application procedure, number and nature of meetings to be held, timing of submission of application through to decision and may include timings for discharge of conditions and an implementation programme for the development. The fee will be dependent on the scale and complexity of the development, the number of parties involved and number and length of meetings, time involved in research and information gathering.

3.3 Planning Performance Agreements

- 3.3.1 We are committed to dealing with major planning applications in a timely way by promoting the use of pre-application discussions for all proposals. However, for some proposals a Planning Performance Agreement (PPA) is encouraged as they can provide bespoke ongoing advice. They are voluntary agreements, but in order for all parties to gain maximum benefit from a PPA it is essential that there is engagement between developers, the Council, the local community and relevant stakeholders. The level of community engagement will be dependent on the type of development proposal and will be identified in the PPA.



3.4 Meaningful engagement

- 3.4.1 As part of the pre-application advice service, we strongly encourage meaningful engagement with local residents, businesses, community groups and other stakeholders before submitting a planning application. This stage of consultation is optional and there is no statutory requirement for applicants to consult before submitting an application. However, as part of the principle of front-loading, we believe it can be very useful in identifying issues, responding to concerns and ensuring the views of those affected can help to improve the design of new development or influence the outcomes that will benefit their area.
- 3.4.2 We can advise developers on good practice for engagement, including the length and extent of any consultation, contact details for potentially interested stakeholders in the local area, engagement methods and finally, when the consultation should be held.
- 3.4.3 For consultation to be meaningful, it should be held towards the beginning of the pre-application process, while there is still a realistic opportunity for the local community to help shape proposals before they are submitted as a formal application. If consultation is held just before submitting the application, the designs are likely to be more fixed and there are fewer opportunities for community engagement to influence the proposals.
- 3.4.4 Engagement methods that can be used include:
 - **Enfield’s Design Review Panel** – which consists of a panel of experts within the built environment such as architecture, urban design, landscaping, delivery, engineering and sustainability. The Panel provides objective advice on development proposals across Enfield. Schemes are referred to the panel by planning officers, typically at pre-application stage and planning application stage to identify and consider the key design elements of the scheme through the planning process. The Panel provides advice to scheme promoters and to the local planning authority as a ‘critical friend’ to support the delivery of high-quality development.

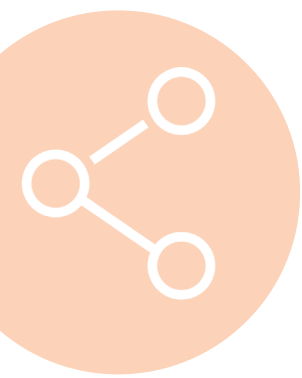
- **exhibitions, community forums and workshops** – organised by the applicant to provide information about their proposals and an opportunity for feedback;
 - **letters, leaflets and questionnaires** – organised by the applicant, this involves sending a summary of the proposals and how to respond to properties which may be affected. This will focus on informing and getting the views of the properties most affected – this could be just a few streets, or whole neighbourhoods;
 - **creating a dedicated website** – organised by the applicant and could show the evolution of proposals and provide a facility for feedback to be recorded; and
 - **organising a presentation of the scheme** to elected members – as well as to the Leader, cabinet members, local ward members and members of Enfield’s planning committee.
- 3.4.5 Applicants should clearly explain how comments received during a pre-application consultation process have been considered and how they have influenced the submitted application. This can be done in a number of ways but is often included in the Design and Access Statement, Consultation Report, or Planning Statement.

3.5 Process and consultation on planning applications

- 3.5.1 The flow chart below summarises the stages of consultation and public involvement in the development management process.
- 3.5.2 Figure 12 (overleaf) describes the stages a development proposal may go through in more detail, although this is indicative only, and there will be exceptions to this pathway.

Figure 12: Process and consultation on planning applications

Planning applications	
Key stages	
Stage 1: receipt and registration	Process and requirements
	We check compliance with relevant national and local validation requirements. We also check all relevant information and appropriate fee has been provided.
	Opportunities for engagement The application will be available to view on our website.
Stage 2: consultation and publicity	Process and requirements
	We consult in line with current regulations over a minimum of 21 days If the scheme is amended, and we consider that those amendments raise new issues which could lead to further comment, we will seek to re-consultation.
	Opportunities for engagement
	We will notify stakeholders and the community in accordance with the regulations by: <ul style="list-style-type: none"> • publishing the application details on our website and how to comment; • sending a notification letter to the owners/occupiers of properties adjoining the application site advising of application and the period in which to submit comments; and/or • placing a site notice on or near sites subject to applications for development; and/or • publishing a notice in the local press for certain types of development (major applications; listed building consent; development affecting conservation areas; development subject to an Environmental Impact Assessment. <p>A weekly list of all new applications received is posted on our website. Depending on the proposal, we will also consult with:</p> <ul style="list-style-type: none"> • various statutory and non-statutory consultees (as defined by the Town and Country (Local Planning (England) Regulations 2012) (as amended); • other bodies and interest groups relevant to the proposal; and • duty to co-operate bodies on major strategic applications or neighbouring authorities on applications for development close to the borough boundary.
Stage 3: assessment	Process and requirements
	The case officer may undertake a visit to the site (this depends on the application type, level of information we already have on the site and its context. All material considerations will be considered in assessing the application, including comments received, relevant local and national planning policies and guidance.



Planning applications

Key stages

Stage 4: making a decision

Process and requirements

Planning officers will make recommendations on an application based on planning policy documents, responses from the consultation and any other relevant guidance at national and local level.

Officers will not generally respond to individual letters or objection, but will address the key issues and comments in their report.

While officers will consider all comments, they will use their judgement to reach a final decision which may not reflect your own comments on the application.

A report will be prepared which sets out how the application was assessed and how comments received following consultation were considered.

The majority of planning applications are determined under delegated powers.

In certain circumstances, a planning application will be reported to, and determined by Planning Committee.

Opportunities for engagement

If the application is to be considered by a committee, all those who made comments will be notified by email (if provided) of the date and time of the committee meeting.

All meetings are held in public and Enfield’s Planning Committee meets regularly at the Civic Centre and anyone can attend.

We allow members of the public and applicants to address the committee, although the number of speakers and the time they are given to speak is limited. You can find out more about how to register to speak and our procedures on our website.

Public speaking is not allowed for items deferred from previous meetings where representations have already been made.

If you have commented on a planning application, you will be notified by email (if provided) of the decision.

Once a decision has been issued, a decision notice will be sent to the applicant and/or agent to inform them of the decision.

All planning decisions are published on Planning Online (the public register of applications) available our website:

<https://planningandbuildingcontrol.enfield.gov.uk/online-applications/>

Stage 5: application decision

Process and requirements

If the applicant disagree with our decision, they may choose to appeal against it. In these circumstances, the application will be decided by the Planning Inspectorate and the applicant’s comments will be forwarded to the Inspectorate who may choose to publish them on their own website.

There is no right of appeal for third parties. This means that if planning permission is granted a member of the public cannot take the application to an appeal.



How long is the consultation period?

- 3.5.3 National legislation requires that local authorities allow a minimum of 21 days for any comments to be made on planning applications, with a few exceptions:
- the period is extended to 30 days for applications accompanied by an Environmental Statement made under the 2017 EIA Regulations; and
 - the period must be extended when it includes bank or public holidays – by the equivalent amount e.g. notifications over the Easter holiday would be extended by two days.
- 3.5.4 Notification periods have to strike a balance between allowing enough time for comments to be made and ensuring decisions are made in a timely manner. Whatever the period, it is always helpful to receive comments as soon as possible.



How can I comment on a planning application?

- 3.5.5 Comments may be made by anyone, regardless of whether they were consulted individually. We welcome all comments on development proposals in the area, and comments do not have to be written in a particular style or format to be considered. However, comments must be made in writing. Any member of the community can submit comments on any planning application, as long as it is within the consultation period. There should be no need to hire a solicitor or other professional.
- 3.5.6 We ask that people take the time to look at an application before commenting on it. Information on planning applications can be searched for on our website at: <https://new.enfield.gov.uk/services/planning/the-planning-register/>
- 3.5.7 Comments should be submitted within the timeframes set out in the consultation publicity/ notification, although we will consider any comments received up to the date it makes a decision. Comments should be made in writing, by individual letter or petition, wherever possible. We strongly encourage comments to be made directly on the website or by email. Comments received by email or through the website will automatically be acknowledged electronically. There will be no acknowledgement letters, however, all comments will be available for public viewing.
- 3.5.8 A planner is available on request to answer householder enquiries at the planning offices and a duty planner is also available to give general advice over the phone or in person. This is particularly beneficial for those traditionally 'hard-to-reach' members of the public including those without access to a computer.

What happens to your views and comments?

- 3.5.9 All relevant comments received within the defined consultation period will be fully considered in the determination of the planning application. However, it may not always be possible or appropriate to determine the planning application in accordance with the feedback received. In addition, there may be other material considerations which will need to be taken into consideration, such as requirements of legislation or national/local policies.
- 3.5.10 Many decisions have been delegated to officers by elected members, but if the application is to be decided by the Planning Committee any support, objections and comments are drawn to their attention before a decision is made. The committee's agendas are published on our website five working days in advance. The meetings are held in public and Councillors can be approached beforehand to make representations to the committee on behalf of applicants or objectors. Ward councillors may also be willing to put constituents' points of view to the Committee, and it is their responsibility to declare where they have a personal interest and exclude themselves from decision making on a particular application.

Letting people know the outcome

- 3.5.11 It is not possible to respond individually to comments; the decision notice is available for public view on our website. The decision notice will show any conditions that may have been placed on permission. Only the applicant can appeal against the decision but if an appeal is made, public consultation will be carried out in accordance with statutory requirements with consultees on the original application being notified together with details of how the appeal will be determined. This may take the form of a public hearing or inquiry where members of the public would be able to attend.
- 3.5.12 Depending on the type of application that is being appealed against, there may be the opportunity of making further representations to the Planning Inspectorate dealing with the appeal. Any comments made against the original application are forwarded to the Planning Inspectorate for consideration as part of the appeal process.
- 3.5.13 Lists of decisions, appeals, and building control decisions are published and a register of planning decisions can be inspected on our website.



3.6 Material considerations

3.6.1 When making a decision, we can only take account of certain issues that are legally allowed to influence planning applications – these are known as ‘Material planning considerations’. Material considerations include:

- planning policies, including the National Planning Policy Framework, the London Plan, and the Enfield Local Plan and Supplementary Planning Documents. This can also include emerging plans that have been through at least one round of public consultation;
- previous planning decisions, including appeal decisions;
- loss of light or overshadowing;
- loss of privacy or overlooking;
- design, appearance and materials of a development;
- layout and density of buildings;
- traffic, highway safety and buildings;
- noise, smells and other disturbances resulting from the use of new development;
- loss of trees or other nature conservation effects;
- effect on listed buildings or conservation areas;
- capacity of physical infrastructure such as public drainage or water systems;
- deficiencies in social facilities such as school places; and
- contaminated land.

3.6.2 Comments which relate to ‘non-material’ considerations cannot be considered. Non-material considerations include issues such as the loss of property value, boundary and other legal disputes between neighbours, potential problems associated with construction work, competition between businesses and structural and fire precaution issues.

3.6.3 Planning Aid for London is a registered charity that provides free advice and information service to those people who are affected by planning proposals or decisions and who do not have resources to pay for planning advice. It is staffed by qualified planning professionals on a voluntary basis. They can be contacted at: www.planningaidforlondon.org.uk



3.7 What is planning enforcement?

- 3.7.1 We can use our planning enforcement powers to resolve breaches of planning control but to do so it must firstly know about these instances, and secondly understand the level of harm caused. The process of planning enforcement seeks to ensure that people comply with planning law and requirements of a planning permission. The majority of cases arise through referrals from the public, councillors and council officers. As such, local people play an essential role in this aspect of the planning system.
- 3.7.2 Further information on how we undertake this function can be found: <https://new.enfield.gov.uk/services/planning/planning-enforcement/>.
- 3.7.3 Most of the investigations are kept confidential, where a breach of planning control is reported, an officer will investigate and assess the complaint, gather evidence and establish what the most appropriate course of action should be.

3.8 Making Contact

- 3.8.1 If you think that development may have been undertaken without planning consent, you should contact our Planning Enforcement Team for investigation. During enforcement proceedings, information provided by the public can be invaluable and provide evidence which cannot be established in other ways.
- 3.8.2 We rely on this information to better understand what types of unauthorised development are happening and why, where they are, and the impact these potential breaches of planning control are having on local residents and businesses. If you are concerned about any aspect of development that has occurred in your area, we want to know.
- 3.8.3 We encourage residents to contact us with any information related to unauthorised development and its impacts so that we can keep responding to local concerns.
- 3.8.4 Any questions regarding the progress of an enforcement investigation can be sent to enviro.crime@enfield.gov.uk or you can call: 020 8379 3856.

3.9 Enforcement and the Local Plan

- 3.9.1 Where it is found that a breach of planning control has occurred, it will be considered in the light of relevant policies within the borough's development plan (as with any application for planning permission). If it is found that the development does not accord with the development plan, then formal action can be undertaken. In this way, Enfield's Local Plan is integral to shaping decision making in planning enforcement cases. As such, engagement with local communities that feeds into and shapes the Local Plan is the best way to influence what will or won't be 'enforced against' (see part 2 of this statement for more information on how to be involved in shaping the Local Plan).



Exploring New Ways to Consult

4

4 Exploring New Ways to Consult

4.1 Digitally connected

- 4.1.1 We are committed to improving the way in which we consult with our local communities and stakeholders. The Corporate Plan includes a commitment to being open and digitally connected so that residents can communicate with us across multiple platforms.
- 4.1.2 Our planning service will be introducing some specific interventions that can be made in relation to planning consultations.
- 4.1.3 We will provide links to live planning consultations on Facebook and Twitter, and LinkedIn. We will also consider the use of geo-targeted (i.e. seen only by people located within the borough or a specific locality) online advertisements for particularly important consultations, where it is considered an effective use of limited budgets. In advance of this, careful consideration will need to be given to what information will be broadcast in these ways, to avoid information fatigue among our followers and to make the best use of our digital channels.
- 4.1.4 We will produce a regular planning newsletter, which will provide summarised information about planning policy consultations.

4.1.5 We are using digital engagement platform to consult on planning documents and are currently exploring the use of 3D modelling in planning applications to demonstrate height, scale, and massing of applications in context, and will consider how best to use this technology when engaging with our local communities and stakeholders. These changes will make a positive difference to the way we advertise our consultations and should increase the number of responses received and how we engage. There will be further opportunities to harness the power of new technologies more fully and to implement innovative new ways to consult on planning policy and planning applications, and we are considering these new ideas as they arise.





Appendices

Appendix A:

Glossary of Terms

Term	Commentary
Adoption	The status given by a local planning authority regarding the final confirmation of a development plan or Local Development Document.
Annual Monitoring Report (AMR)	A monitoring report submitted to the Government which reviews progress and the extent to which policies in Local Plan are being successfully implemented.
Area Action Plan (AAP)	A Development Plan Document which sets out a strategy for the future planning of areas with a concentration of proposals for where changes are envisaged.
Article 4 Direction	Direction removing some or all permitted development rights, for example within a conservation area or curtilage of a listed building. Article 4 directions are issued by local planning authorities.
Community	A 'Community' includes all individuals, groups and organisations that live, work and operate within specific geographic areas.
Community Infrastructure Levy	A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.
Delegated powers	A power conferred to designated planning officers by locally elected councillors so that the officers may take decisions on specified planning matters behalf of the council.
Development Plan	A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.
Development Plan Document (DPD)	Development Plan Documents are prepared by local planning authorities and outline the key development goals of the Local Plan. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report. Once adopted, development management decisions must be made in accordance with them unless material considerations indicate otherwise.
Environmental Impact Assessment (EIA)	A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.
Enforcement Action	Procedures by a local planning authority to ensure that the terms and conditions of a planning decision are carried out, or that development carried out without planning permission is brought under control.
Evidence base	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Development Documents, including physical, economic, and social characteristics of an area.
Integrated Impact Assessment (IIA)	Integrated Impact Assessment (IIA) is a systematic decision support process, aiming to ensure that environmental and possibly other sustainability aspects are considered effectively in policy, plan and programme making.
Independent Examination	The process by which a Presided over by a Planning Inspector or Panel of Inspectors appointed by the Secretary of State; this may consist of hearing sessions, or consideration of written representations to consider if the policies and proposals of the local planning authority's Development Plan Document are sound.
Inspector's Report	A report issued by a planning inspector regarding the planning issues debated at the independent examination of a development plan or a planning inquiry. Reports into Development Plan Documents (DPDs) will be binding upon local authorities.

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Inspector's Report	A report issued by a planning inspector regarding the planning issues debated at the independent examination of a development plan or a planning inquiry. Reports into Development Plan Documents (DPDs) will be binding upon local authorities.

Term	Commentary
Local Development Document (LDD)	These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.
Local Plan	The Local Plan contains a series of documents (LDDs) that set out how the borough will change and develop in the future and how its places and environs will be protected and enhanced, these are drawn up by the Local Planning Authority.
Local Development Scheme (LDS)	A document setting out the local planning authority's intentions for its Local Plan; in particular, the Local Development Documents it intends to produce and the timetable for their production and review.
London Plan	The London Plan is the name given to the Mayor's spatial development strategy for the capital in the United and published by the Greater London Authority.
Material considerations	A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.
Permitted Development (or Permitted Development Rights)	Permission to carry out certain limited forms of development without the need to make an application to a local planning authority, as granted under the terms of the Town and Country Planning (General Permitted Development) Order.
Policies Map	The Policies Map (formally called the Proposals Map) illustrates all site-specific policies in all Local Plan documents in map form.
Planning condition	A requirement attached to a planning permission to limit, control or direct the manner in which a development is carried out.
Statement of Community Involvement (SCI)	Sets out the standards which Authorities will achieve with regard to involving local communities in the preparation of Local Plan Documents and development control decisions.
Supplementary Planning Documents (SPD)	Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.
Sustainability Appraisal (SA)	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

Appendix B: Statutory and Minimum Consultation on Planning Applications

The table below sets out the minimum public consultation to be undertaken by the Council. Additional consultation may occur as appropriate having regard to the potential impact of the proposal. The Council will also consult a range of statutory and non-statutory consultees depending upon the scale of the development and site circumstances.

Type of application	Statutory Requirement	Minimum consultation undertaken by the Council
<p>Householder</p> <p>Applications involving household extensions and Ancillary developments.</p>	<p>Site notice (to be displayed for not less than 21 days)</p> <p>Or</p> <p>notice served on adjoining owner or owner.</p>	<p>Consultation letter sent to adjoining owner or occupier and in the case of side or front extensions- owner or occupier of properties directly opposite whose outlook could be affected by the proposed development.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, resident’s associations, libraries and other subscribers.</p>
<p>Minor</p> <p>Applications involving:</p> <ul style="list-style-type: none"> Residential development of less than 10 dwellings (or if this is not known where the site is less than 0.5ha). Provision of a building or buildings of less than 1000m² of floor space. Development on sites less than 1ha. A change of use. 	<p>Site notice (to be displayed for not less than 21 days)</p> <p>Or</p> <p>notice served on adjoining owner or owner.</p>	<p>Consultation letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents’ associations, libraries and other subscribers.</p>

Type of application	Statutory Requirement	Minimum consultation undertaken by the Council
<p>Major</p> <p>Applications involving:</p> <ul style="list-style-type: none"> Residential development of ten or more dwellings (or if this is not known where the site is 0.5ha or more). Provision of building or buildings of 1000m² of floorspace or more Development on a site of 1ha or more. The winning and working of minerals or the use of land for mineral deposits Waste development 	<p>Site notice (to be displayed for not less than 21 days) or notice served on adjoining owner or owner and press notice.</p>	<p>Site notice and consultation letter sent to adjoining owner or occupier and press notice. Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
<p>Applications accompanied by an Environmental Statement.</p> <p>Applications for development that does not accord with the development plan.</p> <p>Applications for Listed Building Consent, Conservation Area Consent.</p> <p>Planning applications for development affecting listed buildings or conservation areas.</p>	<p>Site notice (to be displayed for not less than 21 days) and press notice.</p> <p>Site notice and press notice.</p>	<p>Site notice and consultation letter sent to adjoining owner or occupier and press notice.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p> <p>Site notice and consultation letter sent to adjoining owner or occupier And press notice.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p> <p>Consultation with local study groups.</p>

Type of application	Statutory Requirement	Minimum consultation undertaken by the Council
Applications for telecommunications development.	<p>Site notice (to be displayed for not less than 21 days)</p> <p>Or notice served on adjoining owner or owner and press notice (in certain cases).</p>	<p>Consultation letter sent to adjoining owner or occupier</p> <p>And press notice (where required by the regulations).</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
Applications for a Lawful Development Certificate.	No statutory requirement.	<p>Notification letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
Applications for Advertisement Consent.	No statutory requirement.	<p>Consultation letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
<p>Applications for works to trees protected by a Tree Preservation Order or located within a Conservation Area.</p> <p>Applications for a prior notification for agricultural development.</p>	No statutory requirement.	<p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers. Consultation letter sent to adjoining owner or occupier where affected by overhang.</p>

