

Islington's

**Planning -  
Statement of  
Community  
Involvement**

**July 2006**



**ISLINGTON**

## Foreword



The Statement of Community Involvement will make an important contribution to the council's commitment to making Islington a listening organisation as part of its One Islington vision. Planning contributes to this vision by creating more sustainable communities with a better quality of life for everyone, now and for future generations.

Good planning has a positive affect on development. It can help to deliver affordable homes, secure employment opportunities and improve the quality of our buildings and public spaces. To do this, it is essential that our communities, developers and the council understand each other's needs and aspirations.

The Statement of Community Involvement sets out how the council will consult when developing new planning policy and when it is deciding planning applications. It provides links to other sources of information including independent advice. I recommend it to you as a means of working together to ensure that we achieve a better quality of life for everyone in Islington.

A handwritten signature in black ink, appearing to read 'Lucy Watt', with a stylized flourish at the end.

**Lucy Watt**  
Executive Member for Environment

## About Islington's Statement of Community Involvement

Each year, Islington Council handles over 3,000 planning applications. Some of these decisions could affect you, where you live, work, study, run a business, or spend your leisure time in Islington. These applications can affect buildings, traffic, open space, trees (and more) in the borough. The council prepares development plans and it uses these to guide its decisions on these planning applications. New plans will be brought together in the Local Development Framework. The Statement of Community Involvement sets out how you can become involved in creating these plans and in the process of deciding planning applications. This document is available on demand in large copy prints, audiocassette, Braille or languages other than English. If you require the document in one of these formats please contact the Planning Policy Team, P.O Box 3333, 222 Upper Street, London N1 1YA. Tel: 020 7527 2000 or e-mail [alan.mace@islington.gov.uk](mailto:alan.mace@islington.gov.uk)

### Arabic

#### بيان إزلنجتون عن مشاركة المجتمع

#### About Islington's Statement of Community Involvement

يعالج مجلس إزلنجتون كل سنة 3000 طلب تخطيط. قد تؤثر بعض هذه القرارات عليك أو على المكان الذي تعيش فيه أو مكان عملك أو دراستك أو حيث تدير عملك أو حيث تمضي وقت فراغك في إزلنجتون. بإمكان هذه الطلبات التأثير على المباني والأماكن العامة، والأشجار في المنطقة (وأشياء أخرى). يُحضر المجلس خطة تنمية لتوجيه قراراته المتعلقة بطلبات التخطيط هذه. وسيتم تحضير المزيد من الخطط في إطار التنمية المحلية. يعرض بيان مشاركة المجتمع كيف تستطيع المشاركة في خلق هذه الخطط وفي إتخاذ القرارات بشأن طلبات التخطيط. تتوفر هذه الوثيقة عند الطلب بنسخ كبيرة مطبوعة أو على شرائط تسجيل أو بلغة برييل أو لغات أخرى غير الإنكليزية. إذا أردت الحصول على هذه الوثيقة بأي شكل من الأشكال المذكورة الرجاء الاتصال بفريق سياسة التخطيط على P.O.Box 333, 222 Upper Street, London N1 1YA هاتف 020 7527 2000 أو على البريد الإلكتروني: [alan.mace@islington.gov.uk](mailto:alan.mace@islington.gov.uk)

### Chinese

#### 有關依士靈頓的社區參與的聲明

#### About Islington's Statement of Community Involvement

依士靈頓區政府每年處理超過 3,000 宗規劃的申請。其中一些決定可能會對影響到你，及你在依士靈頓區居住、工作、學習、經營業務，或消閒的地方。這些申請可能會影響到區內的建築物、交通、戶外地方和林木 (及其他)。區政府擬定發展計劃，並利用這些計劃作為怎樣決定規劃申請的指引。所有新的發展計劃將會匯集於地方發展架構 (Local Development Framework) 內。社區參與聲明 (Statement of Community Involvement) 說明你怎樣可以參與這些計劃的制定工作及規劃申請的決定程序。在有需求時，我們可以提供這份文件的大字體、盒裝錄音帶、凸字或英文以外的其他語文譯本。如果你想索取以上任何一種格式或譯本，請聯絡規劃政策組，地址 Planning Policy Team, P O Box 3333, 222 Upper Street, London N1 1YA，電話：020 7527 2000，或寄電子郵件到 [alan.mace@islington.gov.uk](mailto:alan.mace@islington.gov.uk)

## **French**

### **À propos de la déclaration sur la participation de la communauté d'Islington About Islington's Statement of Community Involvement**

Chaque année, la municipalité d'Islington considère plus de 3000 demandes de permis de construire. Certaines de ces décisions pourraient vous toucher ou avoir des conséquences sur l'endroit où vous habitez, où vous travaillez, où vous étudiez, où vous gérez une affaire ou où vous passez vos loisirs à Islington. Ces permis peuvent avoir des conséquences sur les bâtiments, la circulation, les espaces libres, les arbres (et plus) dans l'arrondissement. La municipalité prépare des plans de développement et les utilisent pour guider ses décisions sur ces demandes de permis de construire. Les nouveaux plans seront assemblés dans le cadre du Développement Local. La déclaration de la participation de la communauté expose comment vous pouvez participer à la création de ces plans et dans le processus de décision sur les demandes de permis de construire. Ce document est disponible sur demande en gros caractères, sur cassette audio, en braille et dans d'autres langues que l'anglais. Si vous désirez ce document dans un de ces formats, veuillez contacter: Planning Policy Team, P.O Box 3333, 222 Upper Street, London N1 1YA. Tél: 020 7527 2000 ou e-mail [alan.mace@islington.gov.uk](mailto:alan.mace@islington.gov.uk)

## **Greek**

### **Σχετικά με την Δήλωση Κοινοτικής Συμμετοχής του Ίσλινγκτον About Islington's Statement of Community Involvement**

Κάθε χρόνο, ο Δήμος του Ίσλινγκτον χειρίζεται πάνω από 3000 αιτήσεις ανάπτυξης. Μερικές από αυτές τις αποφάσεις μπορούν να επηρεάσουν και εσάς, όπου μένετε, σπουδάζετε, εργάζεστε, έχετε μία επιχείρηση ή περνάτε τον ελεύθερό σας χρόνο. Αυτές οι αιτήσεις μπορούν να επηρεάσουν κτήρια, κυκλοφορία, ανοιχτούς χώρους, δέντρα (και άλλα) στον δήμο. Ο δήμος ετοιμάζει σχέδια ανάπτυξης και τα χρησιμοποιεί ως οδηγό στις αποφάσεις που λαμβάνει για τις αιτήσεις. Νέα σχέδια θα συγχωνευθούν στο Τοπικό Αναπτυξιακό Σχέδιο – Λόκαλ Ντιβέλοπμεντ Φρέιμουερκ. Η Δήλωση Κοινοτικής Συμμετοχής καθορίζει πως μπορείτε να συμμετάσχετε στην δημιουργία σχεδίων και στην λήψη αποφάσεων αιτήσεων ανάπτυξης. Το κείμενο αυτό είναι διαθέσιμο εάν θέλετε σε μεγάλα αντίτυπα, κασσέτα, μπαίιγ ή άλλες γλώσσες εκτός της αγγλικής. Εάν χρειάζεστε το κείμενο σε τέτοια φόρμα παρακαλούμε επικοινωνήστε με την Ομάδα Αναπτυξιακής Πολιτικής – Πλάνιν Πόλισι Τήμ, P.O Box 3333, 222 Upper Street, London N1 1YA. Τηλ.: 020 7527 2000 ή e-mail [alan.mace@islington.gov.uk](mailto:alan.mace@islington.gov.uk)

## **Somali**

### **War-bixin ku Saabsan ka Qayb-galka Bulshadda About Islington's Statement of Community Involvement**

Sannad walba, Kownsalka Islington wuxuu wax ka qabtaa in ka badan 3,000 oo ah dalbashooyin qorsheeyn ah. Waxoogeey go'aanadan ahi way ku saameeyn kari doonaan adiga, meesha aad ku nooshahay, halka aad ka shaqeeysa, halka aad wax ka barato, halka aad ganacsiga ku haysato ama aad ku qaadata waqtiga nasashadaada ee ku taal Islington. Dalbashooyinku waxay saameeyn karaan dhismayaasha, socodka gaadiidka, meelaha banaan, dhirta (iyo gaar kale oo badan) oo ku yaal degmadda. Kownsalku wuxuu diyaariyaa qorsheyaal horumarineed oo waxay u isticmaalaan kuwan si ay u hagaan go'aanadeeda ku saabsan dalbashooyinka qorsheemahan. Qorsheyaal cusub ayaa si wadajir ah loo keeni doonaa Qaab-dhismeedka Horumarinta Degaanka. War-bixinta ka qayb-galka bulshaddu waxay sheegtaa sida aad uga qayb qaadan karto sameynta qorshayaashan iyo nidaamka lagu go'aansado dalbashooyinka qorsheeynta. Dukumentigan waxaa lagu helaa dalbasho isaga oo nuqulo qoraalo balaaran ah,

cajlado la dhegeeysto, Farta waaweyn ama luqado aan af-Ingiriisi ahayn. Haddii aad dukumentigan u baahan tahay isaga oo ah qaababka sare mid ka mid ah, Fadlan kala xidhiidh Kooxda Siyaasadda Qorsheeynta (the Planning Policy Team), P.O Box 3333, 222 Upper Street, London N1 1YA. Tel: 020 7527 2000 ama I-mayl u dir alan.mace@islington.gov.uk

## **Spanish**

### **Acerca de la Declaración de Participación Comunitaria de Islington About Islington's Statement of Community Involvement**

Todos los años la Municipalidad de Islington tramita más de 3.000 solicitudes de permisos de obra. Algunas de estas decisiones podrían afectar a usted o al lugar donde vive, trabaja, estudia, tiene su negocio o pasa su tiempo libre en Islington. Estas solicitudes pueden afectar a edificios, el tránsito, las áreas verdes o los árboles (entre otros) del distrito. La Municipalidad elabora planes de desarrollo y los usa para que sirvan de guía en las decisiones que toma con relación a las solicitudes de permisos de obra. En el Marco de Desarrollo Local (*Local Development Framework*) se compilarán nuevos planes. La Declaración de Participación Comunitaria (*Statement of Community Involvement*) establece cómo puede usted participar en la elaboración de estos planes y en el proceso de decisión con respecto a las solicitudes de permisos de obra. Este documento está disponible a petición en letras grandes, casete de audio, Braille o en otros idiomas aparte del inglés. Si lo necesita en uno de estos formatos, puede contactar al Equipo de Políticas de Urbanismo (*Planning Policy Team*), P.O Box 3333, 222 Upper Street, London N1 1YA. Tel.: 020 7527 2000 o correo electrónico alan.mace@islington.gov.uk

## **Turkish**

### **İslington Belediyesi'nin Toplum Katılımı Beyannâmesi About Islington's Statement of Community Involvement**

İslington Belediyesi, her yıl sayısı 3,000'i aşan yapı ve imar ruhsatı başvurusunu inceleyip karara bağlamaktadır. İslington'da oturduğunuz, çalıştığınız, öğrenim gördüğünüz, işyeri sahibi olduğunuz veya serbest zamanınızı geçirdiğiniz için, bu kararlar sizi yakından ilgilendirmektedir. Yapı ve imar izinlerinin, ilçedeki binalar, trafiğin akışı, açık mekânlar, yeşil alanlar ve daha birçok konu üzerinde olumlu ya da olumsuz çeşitli sonuçları olabilir. İslington Belediyesi imar planları hazırlamakta ve bu planları imar başvurularıyla ilgili kararlara yol göstermesi amacıyla kullanmaktadır. Yeni yapı ruhsatı ve imar izinleri, daha sonra Yerel İmar Planı Çerçevesi içinde ele alınıp uyumlu hale getirilecektir. Toplum Katılımı Beyannâmesi'nde, imar planlarının oluşturulmasına ve planlama başvurularının karara bağlanması sürecine nasıl aktif olarak katılabileceğiniz anlatılmaktadır. İsterseniz bu belgenin Türkçe çevirisini size gönderebileceğimiz gibi, iri harfli baskısını, ses kasetini ya da görmeyenler için kabartma Braille alfabesi formatını da iletebiliriz. İsteklerinizi lütfen şu adrese bildirin: Planning Policy Team, P.O Box 3333, 222 Upper Street, London N1 1YA. Tel: 020 7527 2000. Elektronik mesaj: alan.mace@islington.gov.uk

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To keep things simple, we have put some background information in this column.

For more detail about the Local Development Framework see appendix one.

To have your name and address added to the council's planning database, call the Planning Policy Team on 020 7527 2618. You will then receive information whenever we are developing or consulting on plans.

## Summary – being involved

The council is developing a Local Development Framework. In general terms, this will influence changes to land and buildings in Islington. The purpose of the Local Development Framework is to help improve the environment and the quality of life for residents, workers and businesses in the borough. It will replace the existing Unitary Development Plan.

**There are a number of opportunities to become involved.** The Local Development Framework will be made up of a series of Local Development Documents and Supplementary Planning Documents. You can contribute to each one of these.

The first stage of developing a Local Development Document is to gather information and opinions. We will let you know when we are doing this by writing to people on our database, placing an advertisement in the local press and through our website. During these first few months you can give your views. After this we will write a draft document. Later on there will be at least one formal fixed period of consultation when you can give further views on these drafts.

You can find out when the documents are being prepared by looking at the Local Development Scheme. This includes a timetable and is available on the council's website at [www.islington.gov.uk](http://www.islington.gov.uk) or by ringing Contact Islington on 020 7527 2000 and asking for the planning policy team.

As the different parts of the Local Development Framework are completed and agreed by the council, they will guide decisions on planning applications.

You can also be involved in the process of deciding planning applications. The council will normally notify neighbours of planning applications. If you want to know about applications that are not nearby you can check lists of applications:

- on our website
- at the municipal offices in Upper Street
- in local libraries
- from site notices (usually on nearby lampposts)
- adverts in local newspapers, e.g. The Islington Gazette (these are used for some special applications)

People usually have to apply for planning permission to

- develop land (e.g. constructing a building)
- make changes to buildings
- changing how a building is used (e.g. turning a shop into an office)

The council's website is available in Arabic, Chinese, French, Greek and Spanish. The Council can provide interpreters at meetings and translations of documents as well as documents in alternative formats; these are available on demand. Sign language interpretation services are also available through the council.

You can write and make comments on any application. If you have raised a problem that cannot be sorted out you will usually be invited to a planning committee to give your views. There is more detail about involvement in planning applications in the council's booklet Consultations on Planning Applications (reproduced at appendix five).

#### **Your contribution.**

We welcome your involvement in planning. When you become involved it is important to realise that other groups and organisations, including the development industry, will have a significant influence too. The council will take into account a wide range of views about development in the borough. The council has to work within the law, it also has to take into account other plans such as the London Plan, produced by the Mayor. Finally, the council can only deal with objections that relate to planning matters. For example, the council can take into account complaints about the design of a building. It cannot take into account possible loss of property values.

You may not always end up with exactly the plan or planning decision that you want but the council will explain how and why decisions were made. One aim of involvement is to improve understanding of the demands on land and buildings in the borough and to come to an agreement on how to manage these.

#### **To find out more about being involved you can:**

- read the rest of this document and our booklet Consultations on Planning Applications (reproduced at appendix five).
- look on our website – click on planning and then on 'involvement in planning'
- phone us on 020 7527 2000 and ask for the planning policy team

If you're looking for information about planning and don't want to read this Statement of Community Involvement, try the **quick links** section on the next page, this will guide you to information on:

- making planning applications
- sources of independent help and advice on planning
- Islington's current local plan (Unitary Development Plan)
- London and national planning policy
- the planning system in general

## Quick Links

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### Find out more about planning applications

#### Find out what applications have been made

- go to the Islington website [[www.islington.gov.uk](http://www.islington.gov.uk)] and click on the link [planning](#) (under popular pages at the bottom of the screen). Next click on [planning applications](#) and then on [weekly planning list](#)
- visit Contact Islington at 222 Upper Street, London N1 1XR (8am to 6pm Monday to Friday)
- check the notices in local newspapers, e.g. The Islington Gazette (for some special applications)

#### Comment on a planning application

- write to Contact Islington, 222 Upper Street, London N1 1XR
- go to the Islington website [[www.islington.gov.uk](http://www.islington.gov.uk)] and click on the link [comment on a planning application](#) to the right of the screen
- visit Contact Islington on Upper Street (8am to 6pm Monday to Friday)
- you can phone Contact Islington (020 7517 2000) but any comments on planning applications must eventually be made in writing (this includes email)

#### Need to make a planning application, or not sure?

- Go to the Islington website [[www.islington.gov.uk](http://www.islington.gov.uk)] and click on the link [planning applications](#) then click on [do I need planning permission?](#)
- Phone or meet with the duty planner between 10am and 4pm (Monday to Friday) 020 7527 2813. Contact Islington 222 Upper Street, London N1 1XR

### Find out more about Islington's local plan (the existing Unitary Development Plan and the forthcoming Local Development Framework

Name:	Planning Policy Team
Address:	PO Box 3333 222 Upper Street London N1 1YA
Phone:	020 7527 2000
Email:	<a href="mailto:sakiba.gurda@islington.gov.uk">sakiba.gurda@islington.gov.uk</a>
Website:	<a href="http://www.islington.gov.uk">www.islington.gov.uk</a>

### Seek independent help and advice on the planning system

Name:	Planning Aid for London
Address:	Unit 2 , 11-29 Fashion Street London E1 6PX
Phone:	020-7247 4900
Email:	<a href="mailto:info@planningaidforlondon.org.uk">info@planningaidforlondon.org.uk</a>
Website:	<a href="http://www.pafl.org.uk">www.pafl.org.uk</a>

## **Find out more about the London Plan**

Name: Greater London Authority  
Phone: 020 7983 4000  
Email: [mayor@london.gov.uk](mailto:mayor@london.gov.uk)  
Website: [www.london.gov.uk](http://www.london.gov.uk)

## **Find out more about national planning and government policy**

Name: Department of Communities and Local Government  
Phone: 020 7944 4400  
Email: [Contactus@communities.gsi.gov.uk](mailto:Contactus@communities.gsi.gov.uk)  
Website: [www.communities.gov.uk](http://www.communities.gov.uk)

Name: Government Office for London  
Phone: 020 7217 3126  
Email: [enquiries@gol.gsi.gov.uk](mailto:enquiries@gol.gsi.gov.uk)  
Website: [www.gos.gov.uk/gol](http://www.gos.gov.uk/gol)

## **Find out more about the planning system in general**

Name: Planning Portal  
Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

Name: Royal Town Planning Institute  
Phone: 020 7929 9494  
Email: [online@rtpi.org.uk](mailto:online@rtpi.org.uk)  
Website: [www.rtpi.org.uk](http://www.rtpi.org.uk)

Name: Town and Country Planning Association  
Phone: 020 7930 8903  
Email: [tcpa@tcpa.org.uk](mailto:tcpa@tcpa.org.uk)  
Website: [www.tcpa.org.uk](http://www.tcpa.org.uk)

## 1.0 A bit about Islington

For some residents, Islington is part of an internationally connected global city. Some residents work in an international environment. For some it is intensely local: an estate, community centre, neighbourhood shops. This contrast is one of the defining features of the Borough.

Census information from 2001 provides the council with some detail about the residents they serve. These residents:

- are living in a densely populated area – Islington has the second highest number of people per hectare in England and Wales
- include a high ratio of young adults – the proportion of 20-34 year olds is well above the average for England and Wales
- contain a high proportion of single people – the fourth highest in any London Borough
- represent a rich mix of cultural backgrounds – the largest minority ethnic groups are Black African (6%), Black Caribbean (5%), and Bangladeshi (2.4%)
- include people experiencing serious disadvantage – residents report the highest rate of 'not good' health in London and experience high levels of unemployment and economic inactivity (the sixth worse of any London borough), but
- contain a high proportion of people with university degrees – nearly double the average for England and Wales

Islington's communities are diverse but they have a number of common interests, for example they rely on public transport. The number of people travelling to work by public transport is over three times the average for England and Wales. Access to good quality public transport is a common need as is the need for a cleaner and safer environment.

Census and other information about Islington's residents is available at [www.islington.gov.uk](http://www.islington.gov.uk) and at [www.statistics.gov.uk](http://www.statistics.gov.uk)

Census information does not tell us much about people who come to the borough to work or to visit.

A planning inspector has tested the Statement of Community Involvement for soundness. Details are given in appendix four.

Effective consultation supports the One Islington vision which seeks to further regeneration, sustainability, and the quality of services in the borough.

## 2.0 About this Statement

Islington Council is committed to effective community involvement. As well as residents, Islington's communities include businesses and people who travel in for work, study, leisure, and social reasons.

This wide range of communities has a variety of views about Islington; what they want to stay the same and what they would like to change. To give an example, Islington contains a huge range of businesses from small start-ups to multinational companies. The demands and needs of these companies are often quite different. Similarly, service providers such as the police, social housing landlords and universities play an important part in the borough and must be involved in its development.

Together, all of these groups and individuals are sometimes referred to as stakeholders. A stakeholder is simply an individual or organisation that has an interest in the borough. This Statement of Community Involvement applies to all stakeholders.

Community involvement can:

- provide evidence from stakeholders – local opinion and experience gives the council more information
- reduce conflict – no plan or planning decision will meet everyone's wishes entirely, but when all communities have a part in the process, this can increase understanding of the final plan and its implementation
- make links – by working with communities and stakeholders the council can increase awareness between different groups. This can help to improve the delivery of better services. It can also improve the links between the council and the people it serves

The Statement of Community Involvement has the following purpose:

- to inform communities in Islington how and when they can become involved in the planning system within the borough
- to make clear to communities the extent to which they can influence plans and planning decisions in Islington
- to explain how the council will seek to include communities including hard-to-reach groups in the planning process

- to outline a range of methods for involving communities in planning
- to state how the council will make the results of involvement available to communities in a timely way
- to explain how the council will monitor the levels of involvement in the planning process

There are two aspects of local planning in Islington where the involvement of local communities is particularly important:

1. producing plans that influence development in Islington including how land is used and changes to buildings. These plans are then used when;
2. deciding whether planning permission should be given or refused (most changes to buildings and changes in the use of buildings and land require planning permission)

By seeking involvement at the early stages of plan making, the intention is to achieve understanding and agreement and so speed up decisions on planning applications.

### **3.0 Opportunities to be involved**

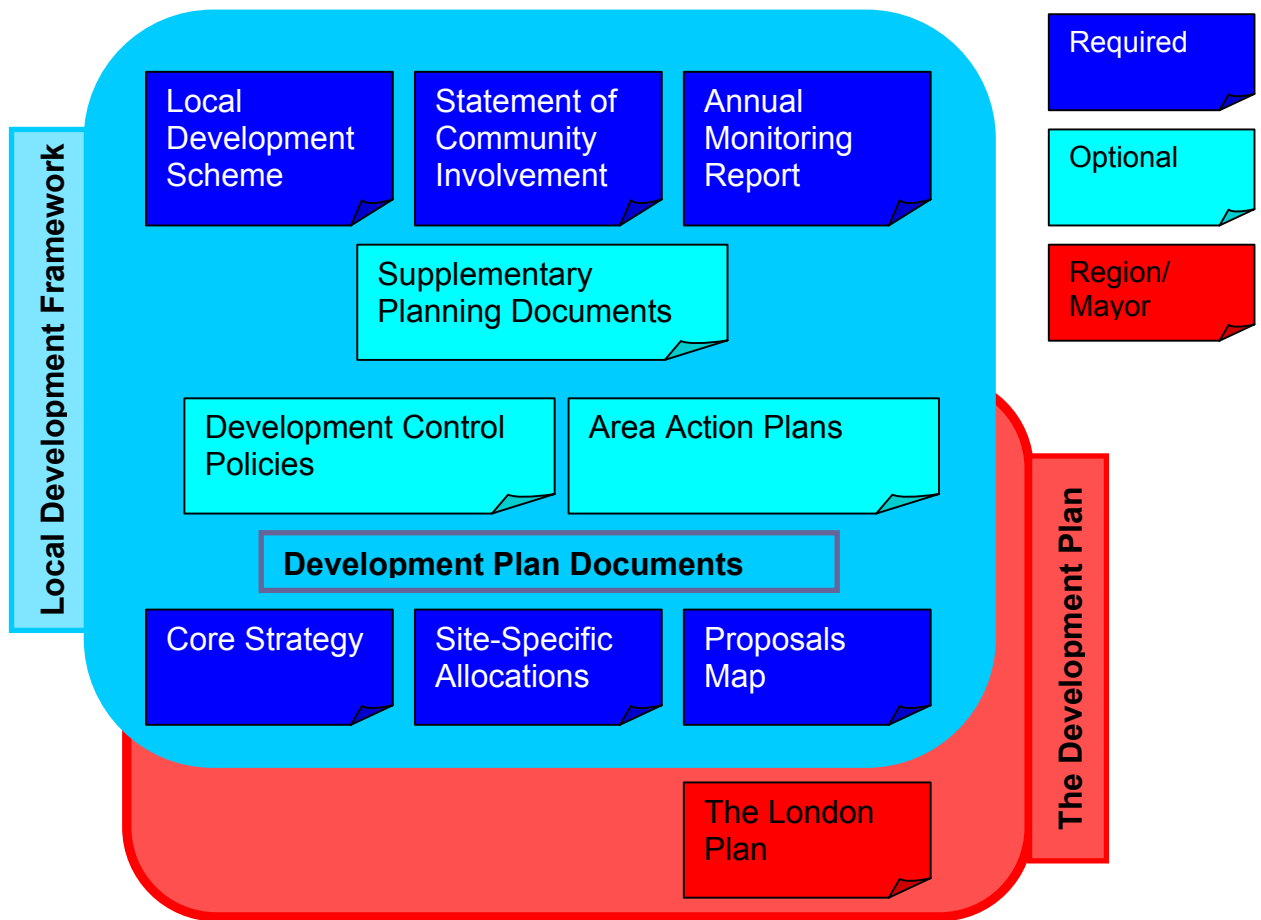
This section sets out how the council will involve local communities in preparing its local plans and deciding on planning applications.

#### **3.1 being involved in plan making**

Between 2005 and 2008 the council will produce a set of documents that together will make up the Local Development Framework. These are important as they affect planning decisions and because they will seek to support the Local Strategic Partnership and the One Islington strategy which together seek to achieve regeneration in Islington and the development of a more sustainable borough.

There is more information about the Local Strategic Partnership at 4.2

Figure one: the Local Development Framework in context



The Local Development Scheme is available at [www.islington.gov.uk](http://www.islington.gov.uk) (click on [planning](#) then on [planning policy](#), then on [local development framework](#) ). Or phone the planning policy team on 020 7527 2000.

If you want more detail about all of these documents look at appendix one. For now it is important to realise that the council is seeking involvement in almost all of the documents that make up the Local Development Framework. The Local Development Scheme and the Annual Monitoring Report are administrative documents that the council also produces, they are part of the Local Development Framework but we do not consult on these.

The Local Development Scheme has already been produced. It sets out a programme for preparing all of the other parts of the Local Development Framework. It's a good idea to look at this if you want to be sure that you have your say on all of these documents.

Figure two (over the page) sets out – in general terms – when you can be involved in the development of each of these documents.

## Figure two: When to be involved in the Local Development Framework

Figure two gives a general general indication. There are some variations in process between different parts of the Local Development Framework. Again, more detail is in the Local Development Scheme.

Figure two applies to each of the Development Plan Documents that will be produced and that will make up the Local Development Framework.

\*Supplementary Planning Documents (SPDs) are also a part of the Local Development Framework. They do not go through the whole process and so are of less importance in legal terms.

### Development Plan Documents and Supplementary Planning Documents (SPDs)

Issues/options (putting together early ideas)	
Initial involvement including local communities	▼
three to four months	
Drafting of document	▼
Political endorsement	▼
First statutory consultation	
six weeks (four to six weeks for SPDs*)	▼
Analysis of comments	▼
Feedback to communities and stakeholders	▼
Re-drafting	▼
Political endorsement (adoption if SPD*)	▼
Submission to Secretary of State	▼
Second statutory consultation	
six weeks	▼
Site allocations representations (Site Allocations only)	▼
Examination by a government planning inspector	▼
The inspector makes binding recommendations	▼
Final changes	▼
The council adopts that part of the Local Development Framework	
During each of the involvement periods - in grey boxes above – the council will;	
<ul style="list-style-type: none"> <li>• make the documents available at the municipal offices in local libraries and on its website</li> <li>• contact all people and organisations on its Local Development Framework database</li> <li>• place advertisements in local newspapers, e.g. The Islington Gazette</li> </ul>	
More information is available between 9am and 5pm Monday to Fridays by ringing 020 7527 2000 and asking for the planning policy team.	

Our booklet Consultations on Planning Applications gives more details of how the council consults on planning applications.

The Development Control Planning Charter sets out the standards that the council seeks to achieve when dealing with planning applications.

Both are available by ringing 020 7527 2000 and asking for planning enquiries.

### **3.2 being involved in planning applications**

The council has already produced a booklet, Consultations on Planning Applications. This is available as a leaflet and is reproduced at appendix five. It is also available on the council's website. The key commitments are listed below.

When planning applications are received the council will:

- publish details of applications received on the planning pages of the council's website
- publicise all planning applications either by writing to the occupiers of properties directly affected by proposals within five working days of receipt of a valid application (neighbour notification) and/or placing a public notice on or close to the site
- in a conservation area - or because otherwise required - publish a list of applications received in a local newspaper, e.g. The Islington Gazette

The council will give the following support to those making comments on an application:

- give guidance in the consultation letter of what are relevant comments to make and on the process
- give 21 days for people to submit written comments on an application
- acknowledge receipt of any written comments within five working days of their receipt
- if substantial amendments are made to an application, neighbours will be re-notified and allowed at least a further 14 days for comment

The council will handle all comments as follows:

- all relevant planning comments received will be considered as part of the assessment of the planning application, and will be recorded in the delegated or committee report
- if the application is to be determined by committee, anybody who commented will be notified of the committee date at least five working days in advance of the meeting
- anybody who submitted written comments will be notified of the decision on the application

Legal agreements. In some cases developers agree to carry out (or fund) works that solve possible problems with a development e.g. they may pay for environmental improvements.

More information on pre-application meeting for major developments is available in a Planning Advice Note available from the council.

A council officer will deal with most applications. About 1 in 10 of all planning applications to the council are dealt with by one of four area planning committees.

Applications normally go to these committees if they;

- are above a certain size, or
- are not clear cut in policy terms
- attract a lot of objections
- require a legal agreement between the developer and the council

It is usually possible to give your views on the proposed development at these meetings. The chance to speak is usually limited to three minutes, so it is a good idea to make more lengthy and detailed observations in writing.

Our booklet Consultations on Planning Applications states that the council will make available the following information at the Municipal Offices (Contact Islington):

- lists of applications received (also available on the website, at libraries, and at the Town Hall)
- copies of current applications including plans. Many libraries also keep copies of applications for their locality (Archway, Central, Finsbury, Mildmay and West)
- planning advice notes, guidelines, maps, lists of historic buildings, conservation areas, tree preservation orders

With two days notice the council will also make available at the Municipal Offices (Contact Islington):

- copies of all decisions (decision notices), including enforcement notices, and copies of planning applications are available with two days notice (request via Contact Islington)
- case files on specific properties (two days notice required, request via Contact Islington)

### **3.3 seeking advice on planning applications**

If you are thinking of making an application for planning permission you can seek informal advice before submitting any paperwork. The council encourages these pre-application meetings. This does not guarantee that you will be given permission when you apply. But it can help to ensure that your application is broadly in line with the council's policies and so avoid unnecessary delay.

There are other types of major development but these are unlikely to arise in Islington. Major Development is defined in the Town and Country Planning (General Development Procedure) Order 1995

The council now charges for pre-application meeting on major development. This includes the;

- provision of 10 or more flats or houses, and
- provision of over 1,000 square meters of floorspace

In addition to the above, the following developments will be subject charges for pre-application meetings:

- proposals for development requiring an Environmental Impact Assessment (generally larger development or those in sensitive areas and likely to impact on the environment);
- proposals involving complex listed building or conservation issues
- telecommunications proposals for composite proposals for 10 or more sites

### **3.4 knowing you've been listened to**

If you comment on a plan or on a planning application the council will let you know what has happened as a result. Anyone who makes a comment on a draft plan will receive more information as the plan is being developed. You will be told about further chances to make comments and we hope that you will be happy with the results. If you are not, you can make comments to the planning inspector when our final version of the plan is sent for an examination if it is a Development Plan Document – see Figure One. You will be informed about how and when to do this at the time.

The council will also publish on its website a summary of all of the comments received on a plan and a statement of how the council has responded to the comments.

If you have made comments on a planning application the council will write to you and let you to give you more information. In some cases you may be able to speak at a planning committee. More details are in our booklet Consultations on Planning Applications (reproduced at appendix five).

## 4.0 Some detail about involvement

This section gives more detail about how the council will seek to involve all communities. It sets out a number of principles that the council is committed to. It states how the council intends to increase the involvement of hard-to-reach groups and will set out methods for the involvement of these and other communities. This section ends by explaining how the Statement of Community Involvement fits in with other community involvement initiatives.

### 4.1 general principles

**Community involvement will be inclusive and representative.** Traditionally, some communities have been less involved in the planning process. It is important to seek the participation of these groups so that plans and planning decisions contribute towards a society where everyone is included. Hard-to-reach groups are covered in more detail below at 4.3 – widening involvement.

**Community involvement will be timely.** Being meaningfully involved in plan making and deciding applications requires access to sufficient information at an appropriate time. If communities are being consulted or asked to enter a partnership, decisions must still remain to be made. Groups and individuals must also be given reasonable time to respond. This is especially important as community groups often operate with limited resources. Involvement must take place when it is:

- convenient for communities to participate
- possible to influence the decisions that need to be made

Sufficient time will be allowed for:

- communities to be informed about the issue
- communities to feed back their views to the council

Section 4.1 is adapted from the council's consultation strategy.

By involving people from the earliest stages of plan preparation, the aim is to achieve greater consensus over the future development in the borough.

The London Plan is available online at [www.london.gov.uk/mayor/strategies/sds/index.jsp](http://www.london.gov.uk/mayor/strategies/sds/index.jsp)

The Local Development Framework will seek to support other plans including the Islington Community and Neighbourhood Renewal Strategy and One Islington.

**Community involvement will be open and professional.** The council will make clear to communities the extent to which they can influence plans and planning decisions in Islington. Local planning happens within a legal framework. It is important to ensure that communities are aware that all involvement happens in this context. The European Union, national government and regional authorities (The Mayor of London) all set out plans and regulations that the council has to comply with. Islington's plans and planning decisions cannot ignore this. Other groups, such as the development industry, will express their views and will also expect to influence the plans. Therefore the council will:

- be clear about the limits on the choices consultees can make, so as not to raise false expectations
- giving honest feedback about the findings of consultation (including on our website)
- identify changes made as a result of consultation and feed this back directly to those involved (and via the council's website) and explain the reasoning behind the decisions

**Community involvement will be informative and understandable.** Information must be easy to understand; it should only include technical and legal terms where they are essential. Traditionally some groups are less involved in planning than others. Information will be provided in a number of ways. Information can on request be provided in a number of formats, including Braille, audiocassette and languages other than English. LDF documents will be made accessible to all members of society so as to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.

**Community involvement will be joined up and co-ordinated.** We will make links across the council and partner organisations on crosscutting issues. We will seek to:

- avoid unnecessary duplication in projects
- save on resources where costs can be shared
- help services to make links between the consultation findings of different departments and partners
- consult from a customers and people perspective, rather than by individual departments
- prevent consultation fatigue

#### 4.2 links to other policies - One Islington

You can find out more about the Islington Strategic Partnership by looking on the council's website or by phoning Contact Islington 020 7527 2000 and asking for the Islington Strategic Partnership support team

'One Islington' is a vision, focusing on our four corporate priorities of;

- 'Customer focus' – meeting our customers' needs by involving communities and individuals, and helping them to help themselves
- 'Regeneration' – working with Islington's diverse communities and local providers to improve people's quality of life
- 'Sustainability' – making the borough a more environmentally-friendly place to live and work
- 'Performance improvement' – delivering value for money and high quality services

The aim is to make Islington;

- a greener place to live and work
- a place where people of all backgrounds are able to achieve their full potential; and
- a borough of safe, thriving and active communities, where people are involved in the decisions that affect their lives

This Statement of Community Involvement and the wider work of the planning division seek to further the One Islington vision.

The Islington Local Strategic Partnership also supports One Islington. This partnership includes a wide range of organisations, whose role is to oversee the development and implementation of regeneration strategies. It is responsible for spending government regeneration funding known as the Neighbourhood Renewal Fund. The Local Strategic Partnership has produced the Community and Neighbourhood Renewal Strategy. The priorities that relate most directly to planning are gaining and maintaining a cleaner, safer and better managed environment through:

- the better co-ordination of local service provision
- the better use of planning and design
- increasing affordable housing supply by every means including land use and planning regulations

#### **4.3 widening involvement, the hard-to-reach**

A number of groups are commonly referred to as hard-to-reach. These groups tend to be underrepresented when involvement is sought from local communities. There are many reasons why this may be the case and not all of them are in the control of the local authority.

Clearly a list of hard-to-reach groups is for guidance only. Not all women or older people are hard-to-reach for example. Other groups could be specified such as gypsies/travellers.

The council arranges a consultation forum which meets about four times a year. This gives officers the opportunity to share best practice across council departments.

Islington's Corporate Consultation Strategy lists hard-to-reach groups as including:

- young people
- older people
- women
- people with all disabilities including mobility, learning and hearing disabilities
- homeless people
- black and ethnic minority communities
- refugees and asylum seekers
- lesbian, gay, bisexual and transsexual communities
- faith communities

Council officers can increase the participation of these groups through a combination of long term and immediate measures. For example, maintaining a database of hard-to-reach groups is relatively low impact in terms of cost and time could be important over the longer term.

We will take the following steps to involve hard-to-reach groups:

- maintain a database of groups that represent those listed as hard-to-reach
- target correspondence to these groups
- offer a translation service with all mail-outs and provide translations when requested.
- provide large print, Braille and audiotape versions of documents when requested to do so
- include a standard translation that gives contacts for the council's planning services and for external advice including Planning Aid for London (PAL)
- send notices of consultation and partnership events to places of worship, community meeting places and in other local centres where communities meet
- The council will investigate the practicality of setting up a focus group for representatives from the hard-to-reach communities to act as a focus for consultation on new plans and to disseminate information to their respective communities

At public meetings and other consultation events the council will:

- ensure full accessibility (although where multiple events are happening for a single plan, some of the venues may not be fully accessible)
- offer signing facilities where requested and when practicable
- offer interpretation facilities where requested and when practicable and
- offer crèche facilities where requested and when practicable

#### 4.4 proposed methods

This Statement of Community Involvement suggests methods for involvement rather than providing a set formula. Too fixed an approach can result in methods being used without sufficient consideration. Examples of possible methods are given in figure three below and in appendix two. Other methods may be used where appropriate.

**Figure three: suggested methods for community involvement in plan making**

More details of the new planning documents are given in appendix one		local communities, individuals and local organisations	local hard-to-reach communities	businesses	other stakeholders
Core Strategy	<b>Local Development Framework</b>	surveys	as for general communities plus	written consultation	meetings
Site Specific Proposals		displays		postal surveys	displays
Proposals Map		open meetings	focus groups		written consultation
Area Action Plans		website surveys	Citizens' Panel	website surveys	
Other Development Plan Documents		written consultation	presentations to specific groups		
Supplementary Planning Documents		planning aid			
Development control policies					
Local organisations include; youth groups, civic societies and residents groups Other stakeholders include; higher education institutions, the emergency services and infrastructure providers (water, gas etc.)					

Adapted from Lambeth  
Listening Consultation  
Framework Toolkit.

Consultation is one  
important part of  
involving communities.  
The council has a  
Corporate Consultation  
Strategy

Also see appendix two  
for the range of  
consultation methods.

Before choosing a particular method the council will consider the following:

- will the method used achieve the intended result?
- are sufficient resources available?
- is the consultation timely - have decisions been made already?
- how will the community/stakeholder views be taken into account?
- what other services have a bearing on what planning is seeking to achieve?
- can planning effect the changes that are being consulted on? If not, how are those involved to be made aware of this?

When there are very limited - or no choices the council will be open about this and will only seek to give information. Where consultation or other levels of involvement are used there will be genuine decisions to be made.

Officers will be encouraged to consider the different forms of involvement:

- informing (no decision making)
- consultation (offering some options)
- partnership (offering greater opportunity for joint decision making)
- facilitation (communities self-organising and making more independent decisions)

In addition to the commitments already made in the Statement of Community Involvement the council will:

- maintain a web page that includes an explanation of the right to be involved in plan preparation and applications showing time-scales for involvement
- make written resources available to staff in the planning division that set out different types of consultation and community involvement techniques
- give copies of the Statement of Community Involvement to all officers joining the planning division as part of their induction process
- make available training in community involvement from time to time
- ensure that an officer in the planning section is identified who has overall responsibility for community Involvement and who will liaise with other divisions

In appendix four we have included the examination of soundness that a planning inspector will use to check this Statement of Community Involvement

## 5.0 Monitoring and review

Monitoring here refers to the regular and systematic collection and analysis of information to measure policy implementation. The council will undertake monitoring of involvement in the plan writing process. This will include;

- recording and seeking to increase numbers involved
- recording and seeking to increase the participation of hard-to-reach communities as identified in this document
- recording levels of satisfaction from all participants with the involvement methods used

The council will endeavour to amend the techniques used according to the findings of the monitoring. The Annual Monitoring Report, prepared by the Council to monitor progress in preparing the LDF, will reflect on and evaluate the community involvement process.

## 6.0 Resource implications

The commitments set out in the Statement of Community Involvement seek to deliver increased involvement in the planning process within the resources that may reasonably be expected to be available. Planning Delivery Grant is available to the council and a part of this can be directed to the funding of community involvement. Planning is also supported by wider corporate services that advise on publicity and consultation.

Any commitment to community involvement has to recognise the practicalities such as cost and legal requirements. For example, the council has time limits to decide planning applications. The need to balance community expectation with these external demands is reflected in this Statement of Community Involvement.

## Appendix one – the new planning system

Quoted from  
for Communities and  
Local Government  
<http://www.communities.gov.uk/index.asp?id=1143134>

The Government introduced a new planning system in 2004. It wants to, “make plan preparation and adoption more understandable and accessible to the community and enable plans to be put in place in a more flexible and timely way.” As part of these changes, existing local planning documents are to be replaced by a Local Development Framework. This is made up of a series of documents, some of them are compulsory and others are optional. An example of a Local Development Framework is given on the following page. In addition the council will also be involved in producing a joint waste plan along with six other councils. This will be subject to separate consultation arrangements.

Producing the Local Development Framework		Community Involvement				
Documents within the Local Development Framework	Brief description	Compulsory	Development Plan Documents	Statement of Community Involvement Applies	Community Involvement in production	Independent Examination
Core Strategy	The long term vision for the spatial planning of Islington	Yes	Yes	Yes	Yes	Yes
Site Specific Allocations	The allocation of uses to particular sites in Islington	Yes	Yes	Yes	Yes	Yes
Adopted Proposals Map	A map showing allocations of land and other policies	Yes	Yes	Yes	Yes	Yes
Generic Development Control Policies	General planning policies to be used to determine planning applications through the borough	No	Yes	Yes	Yes	Yes
Area Action Plans	Special plans for parts of the borough	No	Yes	Yes	Yes	Yes
Supplementary Planning Documents	Further detail than in the other Development Plan Documents and which carry less legal weight	No	No	Yes	Yes	No
Statement of Community Involvement	States how communities will be included	Yes	No		Yes	Yes
Local Development Scheme	The timetable for producing the Local Development Framework	Yes	No	No	No	No
Annual Monitoring Report	Tracks the production of the Local Development Framework	Yes	No	No	No	No

## Appendix two – methods for involvement

Type	Possible advantage	Possible disadvantage	Level/ Most suited to	Costs (approx. @Jan.2005)
Council magazine	Can reach a wide range of residents. Economical.	Does not reach many non-residents. Delivery not 100% Extent of readership not known	Information	Negligible additional cost of articles
Local press adverts	Potentially wide coverage of residents and some non-residents.	Can only give limited information. Generally get poor response.	Information + Guiding to other events	Moderate
Local press briefing	Can give information in some detail. Economical.	May not get story in press. May be reported inaccurately.	Information + Guiding to other events	Negligible
Surveys – postal	Can cover a range of users and topics. Can target hard-to-reach groups	Difficult to use for complex subjects.	Information Consultation  Finding out general opinion on broad issues.	£7,000 for a typical survey
Surveys – door to door	One of the most effective ways of contacting people whom would not normally take part in consultation. Can be geographically focussed.	Limited range of detail can be introduced on the doorstep. Costly.	Information Consultation	£3,000 per thousand with design and analysis

## Appendix two – methods for involvement

Type	Advantage	Disadvantage	Level/ Most suited to	Costs (approx. @Jan.2005)
Surveys – street	Useful to capture views of people who use an area but who are not resident there.	Limited range of detail can be introduced.	Information Consultation	£5, 000 per thousand with design and analysis
Posting items on the council's website	Economic. Easy to refer people to information over a period of time.	Extent of access to internet. Need to make people aware that an item is on the site. Need to search for information.	Information + Guiding to other events	Negligible
'Piggy-backing' on other consultation and events	Ready made audience, likely to reach wider numbers	May dilute original event, lead to confusion if other event is seeking to gather views and information	Information Consultation	Modest
Service-user's surveys	Targets service users while using the service, and can give an informed opinion.	Omits people who do not use the service.	Consultation  Useful for assessing reactions to changes in services.	Moderate
Tele-consultation	Rapid way of getting views and responses to specific questions.	If using the internet, limited numbers of households have a connection.	Consultation  Can be used to get a quick response to a general satisfaction questionnaire.	Moderate

## Appendix two – methods for involvement

Public meeting	Size only limited by venue. People can learn from each other. Can generate understanding and consensus	May only attract those with negative views unless an obvious benefit is on offer. Many don't feel able to contribute. Need an effective chair.	Consultation Partnership  Initial stages of something that affects a large sector of the population.	Moderate
Focus group consultation	Relatively easy to organise. Can focus on hard-to-reach groups.	The results are not necessarily representative	Consultation Partnership  Good for examining complex issues.	£1,200 -£12,000 (more costly if data analysed by consultant).
Citizens Panel (via the ISP <sup>1</sup> ) can organise focus groups and surveys	Can be used to tackle more technically complex issues.	Unsuitable for consulting on services used by a small number of people.	Consultation Partnership  Applicable to many subjects, from complex, single issues to broad satisfaction with overall services.	See Focus Groups and Surveys (Postal)
Open days and exhibitions	Can use a variety of media to inform and educate.	May only reach audience with interest in topic. Need to ensure that they are staffed for maximum input and that information given verbally is recorded.	Consultation Partnership - possibly leading to... Facilitation  Proposals for new development.	Moderate

<sup>1</sup> The ISP (Islington Strategic Partnership) has established Islington's Citizens Panel which can be accessed by the Planning Division

## Appendix two – methods for involvement

<p>Planning For Real <sup>2</sup></p> <p>Fun events and activities</p>	<p>Available as a tailored package hence easy to initiate and entertaining for participants.</p>	<p>The structured approach may limit its usefulness for some issues.</p>	<p>Consultation partnership possibly leading to facilitation</p> <p>Useful for planning and capital spending issues.</p>	<p>Resource intensive</p> <p>£1,000 + per day</p>
<p>Tailored events for interest groups including hard-to-reach groups</p>	<p>Delivery be tailored to particular needs/interests e.g. vox pops, photo projects (young people) attending faith meetings (BME).</p> <p>Makes the provision of (e.g.) interpretation or crèche more realistic.</p>	<p>Resource intensive and may still only reach a particular section of a hard-to-reach group.</p>	<p>Consultation Partnership - possibly leading to... Facilitation</p>	<p>Resource intensive</p>

### Facilitation

For exceptional developments, such as the King's Cross Central site and Arsenal, the council will consider servicing community run development forums that are independently organised. LBI has supported the servicing of the King's Cross Development Forum ( primarily serviced by the London Borough of Camden).

<sup>2</sup> Planning for Real is a registered trademark of the Neighbourhood Initiatives Foundation.

## Appendix three - statutory and non-statutory consultees

### Statutory consultees for the Local Development Framework (complete)

The Mayor of London

Adjoining Boroughs; Haringey, Camden, Hackney and the City of London

The Countryside Agency

The Environment Agency

Highways Agency

The Historic Buildings and Monuments Commission of England (English Heritage)

English Nature

The Strategic Rail Authority

The Regional Development Agency i.e. the London Development Agency

Any person to whom the electronic communications code applies by virtue of the direction given under Section 106 (3)(a) of the Communications Act 2003

Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

Any of the bodies from the following list who are exercising functions in any part of the local planning authority:

- i. strategic health authority
- ii. person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
- iii. sewerage undertaker, and
- iv. water undertaker (i.e. Thames Water)

## Appendix three - statutory and non-statutory consultees

### Non-statutory for the Local Development Framework (indicative)

The council has a database of over one thousand individuals and groups that it consults on planning matters. This database is not definitive and may be added to and updated as appropriate. ;

- voluntary bodies some or all of whose activities benefit any part of the authority's area
  - for example, the fire service, police service, Transport for London, social housing providers (e.g. Guinness Trust, Peabody), and education institutions (e.g. the London Metropolitan University)
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area
  - for example, Islington Voluntary Action Council
- bodies which represent the interests of different religious groups in the authority's area
  - for example, the Islington Bangladeshi Association
- bodies which represent the interests of disabled persons in the authority's area
  - for example, DAII
- bodies which represent the interests of persons carrying on business in the authority's area
  - for example, the local Chamber of Commerce, development industry, retail providers
- Other infrastructure providers
  - including train and bus operating companies
- Other organisations with an interest in the borough
  - including charities and other organisations with an interest in the borough – for example The Theatres Trust

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Details of consultees for planning applications are listed in the council's booklet Consultations on Planning Applications, which is reproduced at appendix five.

## Appendix four – examination of soundness for the Statement of Community Involvement

Planning Policy Statement 12 (PPS12) is produced by the Government and guides local authorities in the development of the documents that make up the Local Development Framework (including the Statement of Community Involvement). This guidance sets out the checks that the planning inspector will apply to the Statement of Community Involvement; these are quoted below. The planning Inspectorate wrote to the council on 30 May 2006 to confirm that the council's SCI is sound subject to amendments that have been included in this adopted version.

### **Examination of the soundness of the statement of community involvement**

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard. In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

Quoted from PPS12 available online at <http://www.communities.gov.uk/index.asp?id=1143853>

## Appendix five – ‘Consultations on Planning Applications’

The following information is also available from the council in a booklet and on our website [www.islington.gov.uk](http://www.islington.gov.uk), click on planning then on involvement in planning.

### Planning Applications and the People of Islington

This guidance note specifically details how consultations on planning applications are carried out, and what happens to written comments made. The Statement of Community Involvement, a separate document, specifies on a broad level how the council will involve people in setting the planning policies for the area and how people can get involved in all aspects of the planning process.

Consultation on planning applications is carried out to make sure that people who may be affected are made aware of the application, and that they have an opportunity to comment. How widely the council consults depends on the nature of the planning application; whether, for instance, it is of major public interest such

as a large residential development or simply concerns immediate neighbours.

The law says the council should base decisions on an overall plan for the Borough called the Unitary Development Plan (soon to be replaced by a Local Development Framework) which details the policies relating to the environment, housing, transport and conservation etc.

You can look at current planning applications at the Municipal Offices, 222 Upper Street and at a library close to the application site. Our 'Planning Applications Online Service' is due to be launched by December 2005. It will then be possible to search the planning applications database for applications received since 1982 to the present day.

#### Code of Practice for Notifying the Public about Planning Applications

The council will publicise every valid planning application received. It usually does this by sending individual letters to neighbours and allowing 21 days for a reply, but if more appropriate will use a site notice, displayed outside of the

application site. Some applications are also advertised in a list in the local press. The council will often combine individual letters and site notices.

#### 1. Large scale developments likely to be of widespread interest

As a minimum, direct notification of all properties within 30 metres of the boundary of the application site. Further direct notification of properties in surrounding streets may be undertaken where there is a likely wider impact. A number of site notices will be displayed around the site. When a development is of great interest to the public, the council may hold a public meeting. Such meetings are usually held in the evening, at a convenient place for local people.

#### 2. Major developments involving the erection or change of use of buildings of more than 1,000 square metres or more than ten residential units

Direct notification of all properties within 30 metres of the boundary of the application site. An assessment will be

made of the possible wider impact of the proposal and further direct notification may be undertaken. At least one Site Notice will also be displayed at the site.

### **3. Developments involving less than 1,000 square metres of new floorspace or less than ten residential units**

All properties directly either side, opposite and to the rear of the site. An assessment will be made of the possible wider impact of the proposal and further direct notification may be undertaken.

### **4. Extensions to buildings**

Properties either side of the site and, if appropriate, above and/or below. If a rear extension is proposed we will consulting people in properties to the rear; for front extensions we will consulting people in properties opposite. For side extensions, we will consult to the relevant side, and front and rear as appropriate.

### **5. Conversion of houses**

Immediately adjoining properties where the conversion involves no material external alterations. Where extensions are proposed additional consultation will be undertaken as in (4) above.

### **6. Changes of use of land or buildings**

Properties either side of the site and, if appropriate, above and/or below. An assessment will also be made of the likely wider impact of the proposed use and further consultation undertaken as appropriate. For instance, uses such as social clubs, cafes, restaurants and day nurseries will involve wider consultation.

### **7. New shopfronts**

Properties either side, immediately above and opposite will be consulted or a site notice will be displayed.

For categories 1-7 the existing occupiers of the application site will be notified where they are not the applicant.

### **8. Advertisements**

No notification for fascia and projecting signs (other than properties above or opposite if they could be directly affected). For other advertisements, including hoardings, the closest properties as appropriate. Where an illuminated advertisement is proposed in a Conservation Area a site notice will be displayed and the application advertised in a local newspaper.

### **9. Approval of details**

No notification unless details relate to matters specifically raised in consultation exercise on substantive application, or unless specified by Committee.

### **10. Works to trees in Conservation areas and the subject of preservation orders**

No notification unless it is proposed to fell a tree. In this case neighbours whose gardens adjoin, or who live opposite in the case of trees in front gardens, will be consulted. Note that where it is proposed to fell a tree in a Conservation Area the council is required to determine the application within six weeks. In these instances 14 days will be given for consultees to respond and such applications will be decided by planning officers rather than be referred to the Area Planning Sub-Committee should objections be received.

### **11. Listed Building and Conservation Area consent applications**

These applications (except those involving only minor internal alterations) are publicised via a site notice and advertising in a local newspaper. Many applications are

accompanied by separate applications for planning permission that will result in neighbour notification.

### **13. Applications for Certificates of Lawfulness**

No notification except occasionally when consultation would be of benefit.

### **14. Applications for prior approval**

Prior approval applications mainly concern proposals for new telecom equipment. Direct notification to properties immediately adjoining the site and beyond if appropriate. As prior approval applications have to be dealt with within 56 days they are determined under delegated powers even if objections have been received. Consultations will not be done on the '28 day notification letters' from code operators

### **15. Consultation by adjoining council**

Councils are required to consult neighbouring authorities where residents may be affected by a proposal. The adjoining council will consult residents in Islington in accordance with their own procedures. We will notify the Members of the adjoining ward in Islington.

### **16. Council's own development**

These applications are dealt with in exactly the same way as others and the level of consultation will be decided in accordance with the above guidelines.

#### **Site Notes and Press Adverts**

For some applications site notices are displayed and the applications advertised in the Islington Gazette. These applications mostly commonly are:

- proposals affecting listed buildings (excluding those involving only minor internal alterations);
- proposals within or affecting Conservation Areas;
- developments involving the erection of ten or more houses or buildings with 1,000 square metres or more of floorspace and the change of use of buildings or land of more than 1,000 square metres;
- proposals that are a 'departure' application;
- 'bad neighbour' developments involving proposals likely to cause *significant* activity and noise during unsociable hours.

#### **Comments From the Public on Planning Applications**

Further details on the consultation process are given on the back of the letter sent seeking views on the proposal. If

you are interested in finding out more details of an application, you can see the plans and any other information submitted at the Municipal Offices or at the appropriate library. You can also talk to the case officer, whose name is in the consultation letter. If you wish to make comments, this should be done in writing to the Development Control Service, within 21 days of the consultation letter or site notice or press advert. Comments can also be submitted via the planning pages of the council's website. To do this simply find the application you wish to comment on, select 'comment on this application' and then provide your details with the comments you wish to submit

Comments must be based on valid planning reasons, for example the size, scale or design of the proposed building, the loss of a particular use, traffic or loss of light to a habitable room. The types of comments that are not valid planning considerations include competition, viability, loss of a view, impact on the value of a property or land ownership issues. Concerns about hours of work or potential structural damage are not planning matters but may be dealt with by other council services.

When you submit your comments they will be passed to the Case Officer to consider and you will receive a letter or

email to confirm that your comments have been received. Any written comments received about current applications (whether online or in writing) are public information available for inspection at Contact Islington. All comments will also be 'published' on the 'Planning Applications Online Service' however personal details (such as telephone number and email address) will be removed in order to comply with the Data Protection Act.

### **Reconsultations**

Most applications are determined in the form in which they were submitted. Some applications are resubmitted as a new application in a revised form and the consultation exercise will be carried out again. If an existing application is significantly amended anyone whose comments are relevant to the amendment will be informed in writing.

### **Decision Making**

If objections are received which relate to genuine planning matters which have not been overcome by amendments or conditions and which do not raise policy conflicts, and the application is being recommended for approval, then the application will be determined at the relevant Area Planning Sub-Committee. In this case everyone who has commented in writing will be invited to attend the meeting and advised about the opportunities for speaking to the Committee. Further information on how the Committee process works and how to see agendas etc. is available on the council's website, and from the Committee Services section. All other applications are determined under 'delegated authority' by a senior planning officer. Everyone who has made written representations will be informed of the decision that is made.

### **Speaking at Committee**

Members of the public are usually allowed to speak, for up to three minutes, at these Committee meetings. When the application is considered the Chair of the meeting will ask people who wish to speak, including the applicants, to identify themselves. If several people wish to oppose/support the recommendations they will be expected to appoint a single person to speak on their behalf. These arrangements may be varied at the Chair's discretion.

### **Further Information about Planning Applications**

If you require further information on the planning process please contact with the Planning Enquiries Service or the Duty Planning Officer via Contact Islington on 020 7527 2000.

October 2005