

# **Statement of Community Involvement**

2<sup>nd</sup> Revision

February 2017

Consultation Draft

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## 1. Introduction

Planning affects us all. It helps create the places we live, work and play in.

As your local planning authority, Watford Borough Council has the job of planning for the needs of a changing population, providing suitable locations for housing, employment and recreational activities, whilst protecting the environment and those parts of the town with historic or heritage value.

Agreeing the best way to do this can be difficult, requiring tough decisions about priorities. The National Planning Policy Framework 2012 states that the purpose of the planning system is to contribute to the achievement of sustainable development. This is within the context of managing development in a world experiencing environmental degradation and the negative effects of climate change. Planning is essentially about people, and action at the local level can be effective in meeting these challenges. Today, planning is a process where everyone should have the chance to be involved in shaping the town's future, in order to aid the council's objectives for meeting our environmental and development challenges.

This **Statement of Community Involvement (SCI)** sets out how you can be involved and in practical terms it should be the guide for a 'conversation' between local people and the planning functions of the local authority

This Statement updates and reviews the SCI first adopted in 2006, and revised in 2010. We have looked at how well the methods we set out in these previous years have worked and those which may not have, and if there are opportunities for improvement. We have also thought about, and sought views on, what new ways might be more effective, particularly for involving those people who tend not to get involved in planning issues.

### 1.1 Consultation on this review:

In preparing the revision to the SCI update in 2010, the Council asked people how they would prefer to be consulted. This was done at the town centre 'consultation shop' which showcased a number of major regeneration projects in Watford. A survey was also made available on our website and linked via the social networking site Facebook.

About Watford (although this is now published less frequently), is by far the most popular way of finding out about local planning issues, with exhibitions and roadshows, the Council website, and direct contact by letter or email also popular.

Responding to surveys, either online or by post was the most popular way of getting involved in developing policy, with attending discussion groups also scoring highly. While council meetings such as neighbourhood forums, and use of social networking sites were identified by over 10% of respondents. Visits to groups by the mayor, councillors or officers and use of social networking sites were less favoured, but still scored over 10% each.

In preparing this revision of the SCI, the Planning Policy liaised with the Communications Team. It is clear that the importance of social media and networking is increasing significantly and should be recognised. The Council will endeavour to identify further potential via these sources in terms of consultation.

## 1.2 Document coverage

Planning activity at local government level broadly falls into two categories, which are covered separately in this document:

- **Plan preparation (Planning policy):** This includes developing long term strategy and specific policies to guide future development and to develop or conserve particular sites or areas.
- **Planning Applications (Development management):** This includes assessing individual planning applications against planning strategy and policies.

## 2 Planning policy - The Local Plan and Supplementary Planning Documents

### 2.1 An overview:

**1. Local Plan** - We are currently working to replace the Watford District Plan 2000. The Council adopted a new Local Development Scheme [A work programme for the Watford's Local Plan 2016-2019] on March 16th 2016. This provides a public statement of Watford Council's three year programme for the preparation of the Local Plan Part 2. This replaces the council's last LDS which commenced in April 2013.

The Council has an adopted Local Plan Part 1 [Core Strategy] 2013 which sets out the long term vision and strategy for the town and how it will be delivered. Local Plan Part 2 [Site Allocations and Development Management Policies] has undergone Regulation 19 consultation and is being submitted in March 2017 for examination. Whilst completing work on Local Plan Part 2, we are already looking ahead to reviewing the Local Plan to cover the period to 2036. Work on the evidence base has already begun with the aim to consult under Regulation 18 in December 2017 with an expected Adoption in February 2020.

There are two key consultation stages in a Local Plan. Firstly is the informal Regulation 18 consultation during the preparation of the plan. Secondly the Publication stage (Regulation 19 is a formal stage in plan preparation when you can comment on the Plan we propose to submit for examination. At examination the inspector will consider whether the plan has been prepared in accordance with the duty to cooperate, legal and procedural requirements and whether the plan is "sound" according to the 4 tests set out in paragraph 182 of the National Planning Policy Framework (NPPF), namely that the plan is:

- Positively prepared – the plan should be based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including any unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- Justified-the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- Effective-the plan should be deliverable over its period and based on effective joint working on cross boundary strategic priorities; and
- Consistent with National Policy-the plan should enable the delivery of sustainable development in accordance with the policies in the NPPF

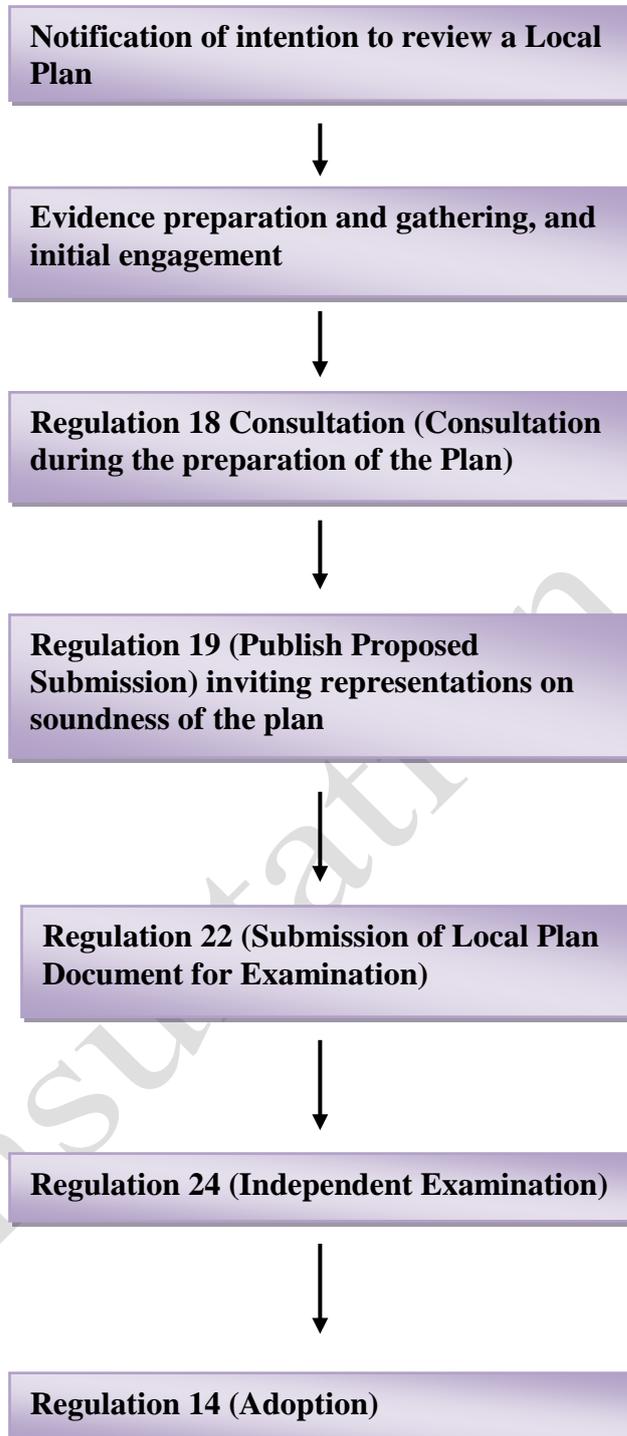
All policies will be illustrated on an adopted policies map

2. **Supplementary Planning Documents (SPDs)** - these provide further detail on the Local Development Documents strategy and policies. These can give greater expression to key planning themes and specific areas within the council area identified in the local plan. We have already produced a Residential Design Guide SPD, a Taller Buildings SPD, and planning briefs for the redevelopment OF Watford Junction redevelopment. Others will be prepared as needed e.g. cycle parking etc.

**3. Other supporting documents:**

- **Statement of Community Involvement (SCI)** - sets out how we will involve the community.
- **Sustainability Appraisal/Strategic Environmental Assessment** – An assessment of the social, environmental and economic effects of every Development Plan Document. Consulted upon at key stages.
- **Authority's Monitoring Report** – provides information and data about Watford, and assesses our performance against current plans. This helps identify when policies may need to be reviewed or further action taken to make progress.
- **Local Development Scheme (LDS)** – sets out a timetable for what documents to produce and by when

## 2.2 Production Stages – Local Plan



**2.3 Production Stages – Supplementary Planning Documents (SPDs)**

**Evidence preparation and gathering, and initial engagement with any key stakeholders**



**Regulation 12 undertake consultation with interest parties for**



**Regulation 12 Prepare consultation statement setting out the persons consulted, a summary of issues raised and how they have been addressed**



**Adoption in accordance with Regulation 14 and 35**

### 3 Our approach to consultation

#### 3.1 Information, consultation and involvement

There are three levels on which we will communicate with all those interested in planning Watford's future:

*Information:* Providing you with information about what we are doing, and the results of research.

*Consultation:* Asking for your views and feeding back. This will take place at key stages such as where a draft document has been produced.

*Involvement:* Before a draft document is produced, providing the opportunity to influence what goes into the document, and what the document covers.

#### 3.2 Who will we involve, and how?

In order to make the planning process in Watford as inclusive and as representative as possible we aim to use a variety of techniques within the time and resources that we have available.

The Town and Country Planning (Local Planning) (England) Regulations 2012 specify organisations that we must consult with (called **specific consultation bodies**) at particular stages and those we may choose to consult with (called **general consultation bodies**). Lists of these bodies are given in Appendix A.

We also keep an extensive list of consultees, many of whom have specifically asked to be kept informed. More information on this is set out in 3.5 below where we explain how you can register an interest.

Consultation extends beyond this list with the aim of giving everyone with an interest in planning matters the opportunity to influence planning policies or comment on specific planning applications. More information on the approaches we will use is set out in Tables at 3.7 and 3.8 below.

#### 3.3 Groups or individuals who don't generally get involved

A lot of interest and involvement in planning policy in Watford tends to come from organisations with a professional interest, such as developers, planning consultancy firms, specific consultation bodies or particularly active community organisations. Local residents who become involved, either as individuals or as part of local groups, are relatively few and are often of, or towards, retirement age.

We want to broaden the level of interest and particularly get younger and working age people involved, from all parts of Watford's diverse community. This requires consulting in a variety of ways and at different times.

We will make involvement more convenient and we need to be more innovative, within the capacity of our limited resources. Online consultations give people the opportunity to get involved at a time convenient to them, but are not suitable for everyone. Where we hold events and exhibitions we need to make sure they are in an accessible location and that exhibition opening hours extend into the evening and weekends where required.

Case Study 1: One of our planning officers visited gypsy and traveller households individually to discuss future provision for their needs – this was an effective approach because they were not all able to read the information sent, and were not all comfortable discussing issues as a group.

Case Study 2: In preparing the local plan, a number of external consultation events were undertaken and the plan was publicised via social media. The Facebook page received a large number of hits and this is clearly garnered interest in the process, perhaps more so than other more conventional outlets.

### 3.4 Standards for communication and consultation

The standards for pursuing consultation and communication on planning matters are set out here.

We will:

- only use accessible venues for meetings and exhibitions
- extend public exhibition opening hours into the evening or weekend where required
- use a variety of consultation methods and media to ensure that those who want to be involved, are involved.
- Attend Residents Association Organisations public meetings to discuss key planning issues during the planning process
- Establish a strong social media network presence through avenues such as Facebook, Twitter etc.
- Send out notifications in advance of key consultation dates on social media and other communication methods.
- where possible, link our consultation to other council/community activities being organised
- write in plain English and promote the availability of electronic, large print and translations where appropriate
- Make sure consultation material is accessible and interactive to encourage people to comment or to be prompted to discuss.
- ensure all communications provide contact details for feedback and questions
- give clear deadlines and contacts for responses for all consultation material
- provide a freepost address for all written consultation
- feed the results of related consultation into the production of all our development plan documents.

### 3.5 Managing stakeholder details

Since 2014 we have been using an online consultation tool called JDI Solutions to manage our local plan consultations. We currently have details of over 500 interested parties who are notified when major consultation exercises take place for the Local Plan, and who can comment directly online or via email.

A person or organisation wishing to be added to the consultee list for the Local Plan can do this by contacting:

Planning Policy, Watford Borough Council, FREEPOST ANG0394, Town Hall, Watford, WD17 3EX, tel: 01923 278263 or email: [strategy@watford.gov.uk](mailto:strategy@watford.gov.uk)

Where we have your details on our databases for consultation purposes, we will not give them out to anyone else, and only use them to contact you regarding planning policy matters.

### 3.6 What will happen to your views and comments?

- All written comments made at Regulation 19 for Local Plans will be publicly available, along with the names of those who gave them.
- A record will be kept of comments received, noting which have led to revisions; and, where appropriate, explaining why any suggestions have not been taken up.
- A summary of issues raised in consultation will be published usually via the required consultation statement.

### 3.7 How and when we will involve you – Local Plan

The table below sets out the stages and minimum consultation which local councils must follow for producing the Local Plan. Details of the specific and general consultation bodies can be found in Appendix A. The preparation stages are also illustrated in the diagram at 2.2 above.

Stage of plan preparation	To comply with current regulations <sup>1</sup> we will:
Public Participation in the Preparation of a Development Plan Document (Reg 18)	<p>Inform those specific consultation bodies we think may be interested in the proposed Local Plan Document; and those general consultation bodies we think appropriate; and what we are preparing a Local Plan about and ask them what the Local Plan ought to contain</p> <p>Consider whether it is appropriate to invite comments from people who live or conduct business in the area; and if so make arrangements for this.</p> <p>In preparing the DPD, we must take into account any comments made.</p> <p>Consider the hosting of one public consultation event during this pre-submission consultation stage and hold and information sharing evening in a public place e.g. library and schools</p>
Publication of a Development Plan Document (Reg 19) [for six weeks consultation]	<p>Make a copy of each of the proposed submission documents<sup>2</sup> and a statement of the representations procedure available for inspection during normal office hours at:</p> <ul style="list-style-type: none"> <li>i) our main office (the Town Hall Customer Service Centre)</li> <li>ii) other places we consider appropriate if open. This will include Watford Central Library and North Watford Library.</li> </ul> <p>Publish the same on the council's website along with details of when and where the documents can be</p>

<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>2</sup> Submission documents include: the proposed DPD; where applicable a proposals map showing changes to the adopted proposals map; the sustainability appraisal report; a statement summarising consultation undertaken, representations made and how they have been addressed; and any relevant supporting documents.

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	<p>inspected.</p> <p>Send each of the specific consultation bodies asked to comment under regulation 19 specifically on soundness of the planning e.g. is positively prepared, effective, consistent of national planning policy:</p> <ul style="list-style-type: none"> <li>i) a copy of each of the proposed submission documents; and</li> <li>ii) a statement of the representations procedure;</li> </ul> <p>Send each of the general consultation bodies asked to comment under regulation 19 specifically on soundness of the planning e.g. is positively prepared, effective, consistent of national planning policy:</p> <ul style="list-style-type: none"> <li>i) a statement of the representations procedure, and</li> <li>ii) a statement of the fact that the proposed submission documents are available for inspection and of the places and times in which they can be inspected.</li> </ul>
<p>Public examination (Reg 22 and 24)</p>	<p>At least six weeks before the examination:</p> <ul style="list-style-type: none"> <li>a) Make documents available in accordance Regulation 35</li> <li>b) Publish details on our website</li> <li>c) Notify people who made representations when the examination starts and the name of the appointed Inspector.</li> </ul>
<p>Adoption (Reg 26)</p>	<p>As soon as:</p> <ul style="list-style-type: none"> <li>a) Make the adopted document, adoption statement, Final Sustainability Appraisal Report and details of the Local Plan available for inspection (this will be at the Town Hall Customer Service Centre and on our website).</li> <li>b) Notify anyone who asked to be notified of adoption.</li> </ul>

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As well as complying with the regulations we will inform, consult and involve people further as set out below. Consultation may not be limited to that listed below – consideration will be given to the most effective way of informing and consulting people for each Local Plan.

Stage in document preparation	Additional consultation - who	How
Developing the Evidence Base (Part of Reg 18 stage)	In developing the evidence base we will focus on involving groups with particular expertise in each issue.	<ul style="list-style-type: none"> <li>• Discussions with representative groups including experts in the subject of the evidence.</li> <li>• Reports to Planning Policy Advisory Group (of elected members).</li> <li>• Evidence published on council website as it is completed/ agreed.</li> </ul>
Identifying issues, options, preferred approach (Part of Reg 18 Stage)	This part of the process is no longer a single consultation stage but part of an ongoing dialogue with interested parties. The detail will vary according to the DPD but we will aim to give everyone with an interest the opportunity to comment at some point.	<ul style="list-style-type: none"> <li>• Discussions and workshops with representative groups.</li> <li>• Articles in About Watford</li> <li>• Online discussion forums/surveys, including use of social networking sites.</li> <li>• Public exhibition with questionnaire.</li> <li>• Regular progress updates on the Council website.</li> </ul>
Publication of a Development Plan Document (Reg 19)	<p>At this stage we will notify everyone on our consultation database to advise them that publication consultation is taking place.</p> <p>It should be noted that at this stage representations must relate to the “soundness” of the document – guidance in the statement representations procedure will explain what this means.</p>	<ul style="list-style-type: none"> <li>• Letter or email to all consultees.</li> <li>• Article in About Watford and publishing via social media</li> </ul>
Examination (Reg22 and 24)	No additional consultation.	-
Adoption (Reg 26)	No additional consultation.	-

### 3.8 How and when we will involve you - Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are not subject to independent examination but Councils are expected to consult with the community before adopting them.

Stage	Minimum required to comply with current regulations	Additional consultation
Evidence gathering	No specific requirements.	The level and nature of consultation will be determined for each SPD, depending on the content.
Prepare draft SPD	No specific requirements.	Informal discussion may occur with stakeholders who have relevant knowledge or information that would be conducive to preparing a more robust planning
Public consultation (Regulations 11, 12, 13)	SPD documents to be made available for inspection at the Town Hall and other appropriate places (usually Central and North Watford libraries) during normal office hours and published on the council's website.  Copies of the SPD documents to be sent to the specific consultation bodies we think are affected by the SPD, and such of the general consultation bodies as we think appropriate.  Consultation period minimum four weeks	Depending on the scope of the SPD, we may contact everyone on our consultee list to alert them to the consultation.  If timing allows there may also be an article in About Watford, the council magazine. This will depend on publication dates.  The council will publicise on social media e.g. facebook and twitter
Revise SPD (Regulation 12)	Produce a statement summarising the representations made during public consultation, a summary of the main issues, and how they have been addressed.	Nothing additional
Adoption (Regulation 14)	Publish the SPD along with an adoption statement and the statement of representations described above. These to be available on our website and at the places where it was	Nothing additional.

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	<p>available during consultation.</p> <p>Anyone who has specifically asked to be notified will be sent the adoptions statement.</p>	
Monitor and review	No specific requirements.	

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## 4 Planning applications

### 4.1 Types of planning applications

Applications for planning permission fall into three broad categories: Firstly, there are householder applications which deal primarily with domestic alterations; those that are classed as 'minor' which encompass the majority of day to day applications for works to commercial premises, change of use, or smaller scale developments e.g. less than 10 residential units, and those classed as 'major' because of their size and/or possible impacts. Other types of application also exist including those relating to Listed Building Consent and Advertisement Consent.

#### Householder applications

These are submitted by, or on behalf of, private homeowners and involve development within the curtilage of a house, including:

- Domestic extensions
- Erection of outbuildings
- Roof alterations i.e. dormers etc

Note: Certain forms of minor development qualify as "permitted development" and do not therefore require planning permission as set out by the Town and Country Planning (General Permitted Development) Order 2015 (as amended). Anybody wanting confirmation that their works would qualify as permitted development can apply to the Council for a Certificate of Lawful Development, although this is optional. Although there are certain types of permitted development do require the developer to notify the local planning authority in advance.

#### Minor planning applications

These may be submitted by any individual or business, and can cover a wide range of proposals including:

- changing the use of a building
- installing new shop fronts and signs on business premises
- works to listed buildings or protected trees.

#### Major planning applications

The following are considered to be major applications:

- residential development - where the number of dwellings exceeds 10 or the site area exceeds 0.5 hectares
- other uses (e.g., retail/employment)- where the floor space created exceeds 1,000 square metres
- development on a site with an area that exceeds 1 hectare.

## 4.2 The planning application process

### Pre-Application (optional)

Applicant may ask Council for pre-application advice prior to the submission of a formal planning application; meetings can also be arranged. Advice is currently free for householder developments and some smaller commercial development, but fees apply to other types of development. The Council aims to respond to these enquiries within four weeks advising whether proposal requires permission, whether it is likely to be granted, and how the design could be improved.



Applicants are encouraged to seek the views of neighbours before finalising their plans.

### Application (statutory process)

Application is submitted to Council. The 8 week (minor cases) or 13 week (major) determination deadline starts on day of receipt of a valid application.



Council publicises application by sending letters to adjacent neighbours and allows 21 days for anyone to make objections or comments. In some cases a site notice is put up and a notice published in the local newspaper. Decision is made after the consultation period has expired and usually by the determination deadline date. Late comments (received after the 21 day consultation period) may be considered if the decision has not yet been made. Other bodies are consulted as appropriate (eg Herts County Council, Police, Thames Water etc).



Planning Officer visits site and considers comments received from the public. Sometimes suggests amendments to the applicant if time permits. Produces report recommending approval or refusal.

Most minor decisions are made by the Development Management Section Head; but if five or more objections are received permission can only be granted by the Development Management Committee which is made up of Councillors. All major decisions are made by the Committee. Public may watch the meeting, and short speeches can be made by one supporter and one objector (by prior arrangement).



Decision notice is sent to applicant or their agent, and letters are sent to any interested people (e.g. objectors) to inform of decision and any conditions or reasons for refusal. Decision notice and approved or refused plans appear on Council's website within a few days, along with the officer's report.

**Appeal**  
(statutory process)

Applicant may appeal against a refusal or a condition within six months (12 weeks for household applications). Appeals are considered by an independent Planning Inspector (not by the Council). Objectors cannot appeal against an approval; but can apply to High Court if they feel the Council have not handled the case correctly in law.

### 4.3 Pre-application enquiries

The Council encourage prospective applicants to seek our advice before formally submitting a scheme for planning permission. This can improve the quality of submitted applications and helps to avoid the wasted time, costs and effort associated with submitting an application that is likely to be refused.

A pre-application enquiry is private correspondence, rather than being a formal application, therefore it will not be publicised nor will the public be consulted about it. Such advice is taken as officer opinion without prejudice to any formal decision made by the local authority; however there is desire that these discussions are confidential.

However, we cannot promise 'secrecy'. As a public organisation we must provide copies of most types of document to anyone who asks to see them under the terms of the Freedom of Information Act. Once a formal application has been made, the fact that there have been pre-application discussions becomes a matter of public record. The Planning Officer's report at the formal application stage may refer to pre-application advice.

Pre-application advice can be sought by completing an application form (downloadable from our website at <https://www.watford.gov.uk/downloads/file/271/pre-application-form-and-guidance> and sending it to the Council, supported by sketches, photographs, and as much information as possible about the current site and the proposal that is being considered. The Council aims to respond to pre-application enquiries within 20 working days of receipt and will usually advise whether the scheme requires permission, how likely it is to be approved, and whether the design could be improved.

Major schemes are usually discussed internally at a meeting of the Major Cases Forum (which includes planning officers with a range of areas of expertise, with representatives from the Local Highway Authority (Hertfordshire County Council Highways Department) and the Police Crime Prevention Design Advisor) before comments are made.

Applicants are encouraged to discuss proposals with their neighbours before submitting their application. In the case of a large scheme this might involve a public consultation exercise by the developer. It is good practice to include with the application a summary of what consultation has been done, and what feedback was received.

### 4.4 Types of application that are subject to public consultation

The planning department consider various types of application, most of which are subject to public consultation - usually for a period of 21 days. The regulations governing this are set down nationally.

#### **Applications subject to public consultation:**

- Planning permission (including, householder, minor and major cases).
- Advertisement consent.
- Listed building consent.

- Minor Material Amendments to an Application.
- Prior approval.
- Variation/removal of condition(s) attached to a previous permission (also known as a Section 73 application)

**Applications not subject to public consultation:**

- Non-material amendments (previously called “minor amendments”) to a planning permission. Only works that would have no impact on any neighbours are considered “non-material”; any other type of change requires a new application for planning permission.
- Discharging conditions attached to planning permissions (e.g. where further details were required).
- Works to trees protected by a Tree Preservation Order.
- Works to trees in a Conservation Area.

**Applications for which consultation is not required by law, but where the council choose to notify neighbours:**

- Certificates of Lawful Development.

**Consultation** means that we invite the public to write to us with their comments.

**Notification** means that we inform the public that an application has been made, but we do not invite comments. This is because in law the council must issue a Certificate of Lawful Development, regardless of what we or the neighbours might think of the scheme, if it complies with the legal definition of “permitted development” (i.e. types of development that do not require planning permission), or if it can be proven that the use is lawful.

#### 4.5 Methods of public consultation

Although there is a statutory duty for the Local Planning Authority to either send letters to neighbours, or put up a site notice, we sometimes do both: e.g. in cases that are considered likely to attract more general interest.

Letters are usually sent to adjoining neighbours (i.e. those whose boundaries directly adjoin the application site). Sometimes we also write to other neighbours if we consider that they might be affected, although this is not required by law. The deadline for comments will be 21 days from the date on which the letters were sent.

Sometimes site notices are put up instead (e.g. where there are many neighbours, or where it is not clear who the neighbours are, or where people living further away might also be interested). The 21 day deadline for comments is printed on the notice.

Some types of application always require a site notice such as works in a conservation area or affecting a listed building.

Applications (but not pre-application enquiries) are featured on the council's website: [www.watford.gov.uk](http://www.watford.gov.uk). We publish a weekly list of new applications received on our website. The plans and the application form can be viewed online.

Notices are placed in the Watford Observer local newspaper announcing major applications and works in conservation areas or to listed buildings.

On Monday, Wednesday, and Friday between the hours of 10.00am to 12.45pm there is also a Duty Planning Officer available to explain any aspect of a planning application to anyone who is interested in them; this operates on a first-come-first-serve basis and no appointment is needed.

Alternatively an appointment can be made to meet the Case Officer (the planning officer who is dealing with that particular application) for more detailed discussions.

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#### 4.6 Commenting on an application

Any member of the public (not only neighbours) may make a representation on an application by writing a letter, an email, or by commenting on-line via our planning application search on the Council websites: <http://pa.watford.gov.uk/publicaccess/> A representation can be objecting to an application, or supporting it, or offering comments on it.

Representations should normally be in writing, unless a disability makes this difficult, in which case alternative arrangements may be made, such as by taking dictations.

Anonymous representations cannot be accepted. Any comments received are part of a public file, and will be available to anyone who wants to read them. The planning officer's report will contain a summary of the objections or other comments that were received.

If a case is to be considered by the Development Management Committee, the meeting will be held in the evening and the public may watch. The applicant or his agent may address the Councillors in support of the application, and one representative of the objectors may also address them. This must be arranged in advance of the committee meeting with the Council's Committee Officer.

If an application is refused, and an appeal is lodged with the Planning Inspectorate, the council will send copies of all the representations that were received to the Inspectorate. We will also inform those people that the appeal has been lodged, and that they can make further representations directly to the Inspectorate if they so wish.

## 5 Monitoring and review of this statement

The council reports annually on its progress in the Authority's Monitoring Report, published on the council's website. However, the use of new ways of involving people need not wait for a formal revision of the SCI and we will continually seek to use the most effective methods we can within the limited resources available.

## 6 Glossary

### **AMR – Authority's Monitoring Report**

A report published at least once a by local planning authorities assessing Local production progress and policy effectiveness.

### **Area Action Plans**

A Development Plan Document for areas of change or conservation. Their purpose is to deliver planned growth, stimulate regeneration and protect areas sensitive to change.

### **Development Management**

Development management is a positive and proactive approach to shaping, considering, determining and delivering development proposals. It is led by the council as the local planning authority, working closely with those proposing developments and other stakeholders, as it receives and considers the merits of planning applications and whether the developments proposed should be given permission.

### **LDD - Local Development Document**

Any Local Development Document that is part of the Development plan. A development plan document has to be independently tested by a Government inspector and carries full weight in relation to planning applications. Development plan documents include the local planning authority's core strategy, area action plans and proposals map.

### **Neighbourhood Forums**

Each ward has a Neighbourhood Forum at which the three elected councillors for the ward can engage with local residents, businesses and community groups. Information about meetings can be found on the council's website, under council meetings, agendas and reports.

## Appendix A – Specific and general consultation bodies

**Specific consultation bodies** are listed in The Town and Country Planning (Local Planning) (England)

Regulations 2012) specific bodies must be consulted if they are considered relevant when the council is preparing development plan documents in which they may have an interest.

The specific consultation bodies are currently as listed below:

- (a) the Coal Authority
- (b) the Environment Agency
- (c) the Historic Buildings and Monuments Commission for England (known as English Heritage)
- (d) the Marine Management Organisation
- (e) Natural England
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) the Highways Agency,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
  - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section;
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(h);
- (a) 1996 c.16.
- (b) See section 1 of the Coal Industry Act 1994 (c.21).
- (c) See section 1 of the Environment Act 1995 (c.25).
- (d) See section 32 of the National Heritage Act 1983 (c.47).
- (e) See section 1 of the Marine and Coastal Access Act 2009 (c.23).
- (f) See section 1 of the Natural Environment and Rural Communities Act 2006 (c.16).
- (g) 2006 c.41.
- (h) 1989 c.29. There are amendments to these provisions which are not relevant to these Regulations.
- 5
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(a);
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker;
- (k) the Homes and Communities Agency

Where bodies listed cease to exist, successor bodies will be consulted where applicable.

**General Consultation Bodies** are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012 as:

- a) voluntary bodies some all of whose activities benefit any part of the authority's area,
- b) bodies which represent the interests of different racial, ethnic or national groups in the authority's area,
- c) bodies which represent the interests of different religious groups in the authority's area,
- d) bodies which represent the interests of disabled persons in the authority's area,
- e) bodies which represent the interests of persons carrying on business in the authority's area.

Consultation Draft

## **Appendix B – Further information**

The following organisations and websites offer additional information on the planning process:

### **Department for Communities and Local Government**

This is the government department responsible for planning. A range of information on planning can be found on their website [www.communities.gov.uk](http://www.communities.gov.uk)

### **Planning Aid**

Planning Aid offers free, independent and professional advice on planning matters, although for detailed assistance you may need to meet certain eligibility criteria. East of England Planning Aid can be contacted on 0870 850 9801. See their website at [www.rtpi.org.uk/planningaid/planning\\_aid\\_in\\_your\\_area/east\\_of\\_england/](http://www.rtpi.org.uk/planningaid/planning_aid_in_your_area/east_of_england/)

### **Planning Inspectorate**

The government agency dealing with examinations into Development Plan Documents, and dealing with appeals and particular types of application. [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

### **Planning Portal**

The UK Government's online resource for planning and building regulations in England and Wales. You can make, view and comment on planning applications and appeals as well as finding out information about the process. [www.planningportal.gov.uk](http://www.planningportal.gov.uk)