

The Council believes that local people have a key role to play in shaping the quality of their environment, and is committed to involving the community in planning decisions. This guidance note specifically details how consultations on planning applications are carried out and how comments are dealt with.

The Council will notify and consult residents and occupiers in accordance with this policy

- On applications for planning permission, listed building consent, advertisement consent etc...
- On significant amendments to applications
- On appeals against Council decisions

Consultation of **immediate neighbours** is required on most applications by legislation. The consultation process will normally include direct letters to immediate neighbours affected by the proposal, site notices and newspaper advertisements.

Statutory bodies will be consulted as required by the legislation.

The Council will notify **Conservation Area Advisory Committee(s)** for the borough in accordance with government guidance and will consult other Conservation groups on relevant applications.

The Council will maintain a list of contact addresses for **amenity and residents groups** and will arrange to notify them of applications in their areas of interest.

The Council produces a weekly list of applications received and it is available to view on the Planning pages of the Haringey Council website.

How consultation will take place

For most applications the legislation requires the Council to notify adjoining properties by letter OR to put up a site notice. **Adjoining** properties are defined as only those touching the application site.

The Council will normally use letters. The notification letter to neighbours:

- Summarises the nature of the application
- Gives the deadline for responses
- Gives the name of the case officer dealing with the proposal

Owners and occupiers The letters are sent to 'The Occupier' at the addresses of the properties as they appear on Ordnance Survey maps. The Council also uses GIS to cross reference this system of consultation as well as site visits carried out by planning officers.

Please see overleaf for a summary of application types and the minimum consultation normally undertaken by Haringey Council. The right hand column shows which properties will be consulted.

General Household Developments

Rear extension	Both adjacent properties and 3 properties to rear
Rear roof extension	Both adjacent properties and 3 properties to rear
Front roof extension	Both adjacent properties and 3 properties opposite
Material alterations to front elevation Erection of domestic garage	Both adjacent properties and 3 properties opposite
to front Erection of boundary fencing	Both adjacent properties and 3 properties opposite
Crossovers	Adjacent properties
Erection of garden sheds, covered	Adjacent properties
swimming pools and outbuildings	Adjacent properties and all properties abutting the site

Residential Development – Conversions

All conversions	Application property and adjacent properties
Conversions involving alterations to front elevation	Adjacent properties and 3 properties opposite
Conversions involving rear alterations/ground floor extensions	Adjacent properties and 3 properties at the rear

New build residential (<10 units)

All new build residential development sites	Adjacent properties and 3 properties opposite and to rear of site
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Major applications vary in size and as such the Council adopts a policy of treating each major application differently depending on proposal and scale. This often means that the consultation area can be far reaching to ensure that anyone possibly affected will have an opportunity to voice their comments.

There are special legal requirements for major schemes and some other cases, e.g. developments affecting Conservation areas. These usually involve a site notice and a notice in a local newspaper, as well as letters to neighbours. For major developments the Council will normally organise a specific programme of additional consultation, for

example a wider distribution of letters, special newspaper adverts, leaflets, public meeting or exhibitions. In some cases a Development Management Forum will be held for wider discussion on major applications.

Major residential development (>10 units)

All major residential development (10+ units)	10 adjacent properties on either side of site, 20 opposite and 20 rear
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Major or large-scale Commercial/Retail Development – involving the erection or change of use of buildings or more than 1,000 sq.m

All major commercial /retail development	10 adjacent properties on either side of the site, 20 opposite and 20 to the rear of the site
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Change of Use

All change of use applications	3 adjacent properties on either side of site, 6 opposite and 6 properties to the rear and if appropriate above and below.
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Advertisements

For applications for Advertisement Consent, the Council can only take into account visual amenity and highway safety. It cannot take into account competition with other premises' signs, or the contents of an advertisement. There is no legal requirement for neighbour notification, or other publicity. The Council will however normally consult residential properties directly affected, for example by illuminated signs.

Advertisements	Residential properties affected
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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 an application for planning permission that will result in neighbour notification.

Conservation Area Consent is required for demolition of (whole) buildings in conservations areas. The rules for planning applications will apply.

Listed Building Consent (LBC) often involves external works and extensions affecting neighbours. The rules for planning applications will apply. Some LBC applications involve only internal works, not affecting neighbours or the immediate area. In these cases no neighbour consultation will be carried out.

Applications in Conservation Areas or applications for Listed Building Consent	The appropriate CAAC, neighbours as per the description of development. Also notify English Heritage
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Shop-fronts

All shop fronts	Properties either side, above and opposite the site
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Applications for Certificate of Lawfulness – Existing

These are applications seeking a determination as to whether a planning permission is required for an existing development or not.

There is no legal requirement for consultation on applications for Certificates of Lawfulness however we do consult on these types of applications. Objections to the use or development itself cannot be taken into account. Only factual information about the history of the development can be used.

Applications for Certificate of Lawfulness – Proposed

Under regulations issued by the Government some types of building works and some changes of use do not require the Council’s permission. This “permitted development” includes many extensions and alterations to houses (but not flats), some extensions to factories, changes from restaurants to shops, and many structures like telecommunications masts and walls.

These developments are outside the Council’s planning controls. The schemes can go ahead without an application to the Council or any consultation with neighbours.

Approval of Details

These are applications which provide details required by a condition attached to the main planning permission. No notification is given unless details relate to matters specifically raised in consultation exercise on the substantive application, or unless specified by Planning Committee.

Applications for prior approval

Prior approval applications mainly concern proposals for new telecommunications equipment. Direct notification will be sent 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 by planning officers even if objections have been received. Under the new rules, consultation will extend to a 100m radius of all mobile phone base station applications.

Consultation by adjoining Council

Councils are required to consult neighbouring authorities where residents may be affected by a proposal.

Council's own development

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

Works to trees in Conservation Areas and the subject of preservation orders

The Planning and Regeneration department will only consult the Council's Arboriculturalist on these applications.

Telecommunications applications

Currently applications for masts under 15 metres in height do not have to go through a full planning application process. Consultation will extend to a 100m radius of all mobile phone base station applications.

New planning permission to replace an extant planning permission

For applications which have been granted planning permission but have not commenced development within the allotted 3 year time period (this only applies to applications which were granted before 1 October 2009). For these applications the council will consult as per the original application.

Non-material amendments

The council do not consult on non-material amendment applications.

Consultation on appeals

The Council will notify the same people who were consulted on the original application. This gives local people a chance to put their view directly to the Planning Inspector who will normally decide the appeal. Letters received at application stage will also be copied to the inspector and taken into account.

What happens to comments?

Letters making comments on applications will be acknowledged. All responses received within 21 days consultation period will be taken into account in deciding any application provided they relate to land use planning matters. Please take note of the following when commenting on a planning application:

- **We will only consider comments where the name and address of the person making the comments is given.** Anonymous comments will not be taken in to account. Letters and emails of comment (including petitions) will form part of the public register of planning applications and will be published on our website in their entirety.
- **You should not include any personal information in your letter or email which you are not happy to have displayed on the website.** Your name and address must be given, but other information such as your telephone number, email address or signature is not required. If you wish to submit comments by email but do not want your email address made public, you should send the comments as an attachment to the email to avoid publication of your email address.

Re-consultation

There is no legal requirement to re-consult neighbours where changes are made to an application. In many cases changes are made to meet objections raised. The Council will re-consult in some cases. It will consider:

- Were the earlier objections substantial?
- Are the changes significant?
- Did the earlier views cover the matters now under consideration?
- Do the changes mean others not previously consulted might now be concerned?

How to contact the Planning & Regeneration Service

You can contact the Planning & Regeneration Service for advice or information in any of the following ways:

By Post: Planning & Regeneration Service
639 High Road
Tottenham
London, N17 8BD

By Phone: 020 8489 1000

By E-mail: planningcustomer@haringey.gov.uk

On the Website: www.haringey.gov.uk/planning