**ISLINGTON**

# Getting involved in planning

# Islington's Revised Statement of Community Involvement

# May 2017

# Contents

# 1.     Introduction

**1.1.**     Planning decisions have an important role in shaping Islington, including:
- Where buildings are built, what they will look like and what they will be used for;
- How our streets and other public spaces will look and how we use them; and
- How we can protect and enhance the borough's historic and natural environments.

**1.2.**     There are two main ways in which Islington's communities can get involved in influencing planning decisions:
- Through involvement in the development of policies and guidance which are used to make decisions on planning applications.
- Through getting involved in planning applications – where it is decided if planning permission should be granted or refused.

**1.3.**     The purpose of this document is to explain how Islington's communities can get involved in planning[1].

# 2.     Islington's communities

**2.1.**     There are a number of different people and organisations who will have an interest in planning decisions - known as stakeholders. When trying to encourage the involvement of Islington's communities it is important to understand who they are.

**2.2.**     In 2014 it was estimated Islington's resident population was 221,000. Islington has a very diverse resident population:
- less than half (48%) of residents are White British and a quarter of residents are from black and minority ethnic communities.
- 16% of residents define themselves as disabled.
- Islington is also estimated to have one of the most concentrated Lesbian, Gay and Bisexual populations in the country[2].

**2.3.**     Islington is also a borough of contrasts. It is important to recognise that as well as being home to some of the wealthiest people in the country, Islington also has high levels of poverty.  Almost half of all children in Islington live in poverty and fuel poverty affects half of all pensioners in the borough. Creating a fairer borough and reducing inequality is therefore a council priority[3].

**2.4.**     As well as local residents, there are a number of other stakeholders who will have an interest in planning decisions, these include:
- People who work in the borough: it is estimated around 175,000 people work in the borough, with a large proportion of this workforce commuting into Islington each day from across London and beyond.
- People who visit the borough: Islington is a popular place to visit and spend leisure time including visiting shops, theatres, cinemas, restaurants, cafes, pubs and bars.

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[1] The council is required by law to have a Statement of Community Involvement (Planning and Compulsory Purchase Act 2004).
[2] Islington State of Equalities Report 2015.
[3] Islington Corporate Plan 2015-2019.

- Community and interest groups: Islington is home to a strong voluntary and community sector and there are a number of groups who have an interest in planning.
- Landowners/developers: the borough is an attractive place to develop and there is a very active development industry.
- Statutory consultees: there are a number of organisations who, by law, we are required to consult. These can include government organisations such as the Environment Agency or Historic England as well as the Mayor of London.

**2.5.**    This Statement of Community Involvement applies to all stakeholders.

# 3.    Islington's commitment

**3.1.**    As a council we recognise the importance of engaging with and listening to the views of our communities; this helps us to make better decisions about our services and priorities.

**3.2.**    The terms consultation, participation, involvement and engagement are often used interchangeably. It is sometimes best to think of a scale where there are different levels of involvement and decision making, as highlighted below.

| Partnership |
|---|
| Engagement |
| Involvement |
| Consultation |
| Information |

Level of activity and decision making
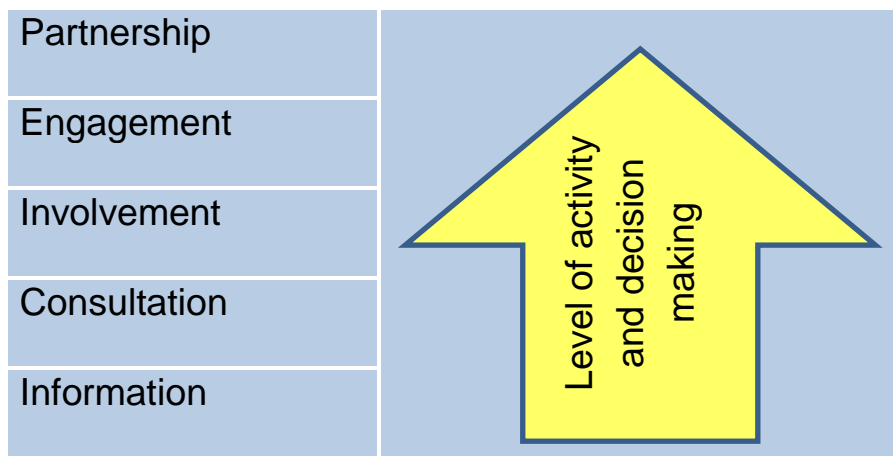
**3.3.**    At the lower end we use more traditional consultation techniques to find out what people think. Towards the middle stakeholders are more active, for example by attending meetings or taking part in discussions. At the top, participants actively contribute to or share decision-making[4].

**3.4.**    As the Local Planning Authority we (the council) have the legal responsibility for making planning decisions. Effective involvement enables decisions on planning policies and applications to be approved in the knowledge that stakeholders have had a full opportunity to express their views and engage in a genuine and transparent dialogue[5].

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[4] Islington Consultation, Involvement and Engagement Strategy (2008); Arnstein's Ladder of Citizen Participation, 1969.
[5] Guidelines on effective community involvement and consultation, The Royal Town Planning Institute and Consultation Institute.

3.5.      Community involvement plays an important role in the planning policy process by helping to identify local needs and issues and how they can be addressed, as illustrated in figure 1 below.
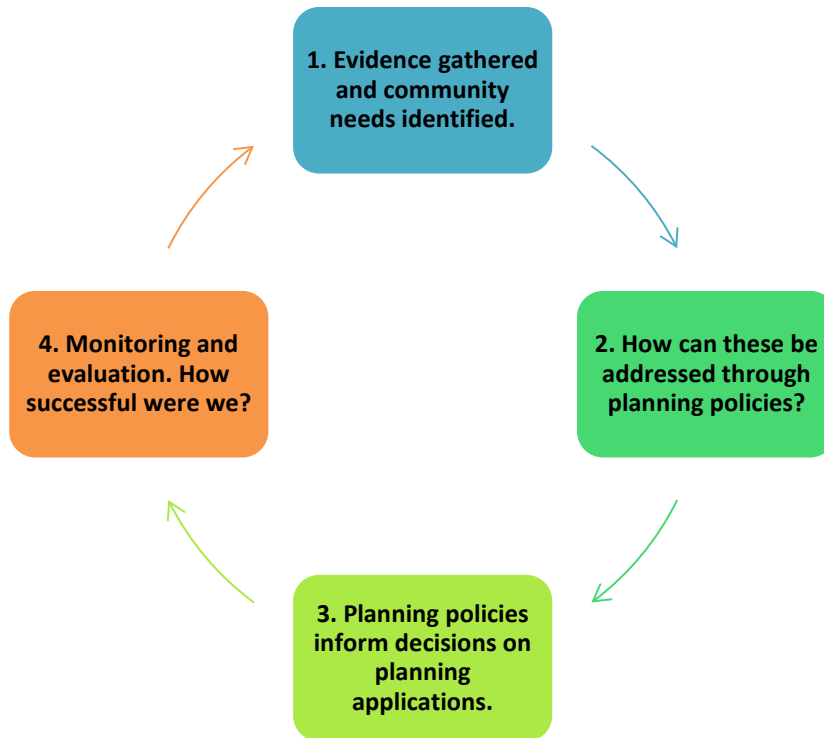


Figure 1: Illustration of how community involvement informs planning policy and decisions.

Planning policies in turn play a key role in making decisions on planning applications. Planning applications are determined in accordance with local policies (known as the Local Plan) and the Mayor's London Plan, as well as taking into account other factors – known as material considerations. This is explained further in section 5.

3.6.      Community involvement plays a valuable role in helping us to make decisions by increasing our understanding of the demands on land and buildings and how to manage these as well as providing invaluable local insight, as highlighted in Case Study 1.

## Case Study 1: Cally Plan

The Cally Plan was produced to address challenges and identify improvement opportunities in the Caledonian Road area. Early consultation included public meetings where a number of valuable suggestions were made. This included creating better cycle and pedestrian routes from York Way and improving the way people can move through the area. These projects were included in the final version of the document and have been used to inform decisions.
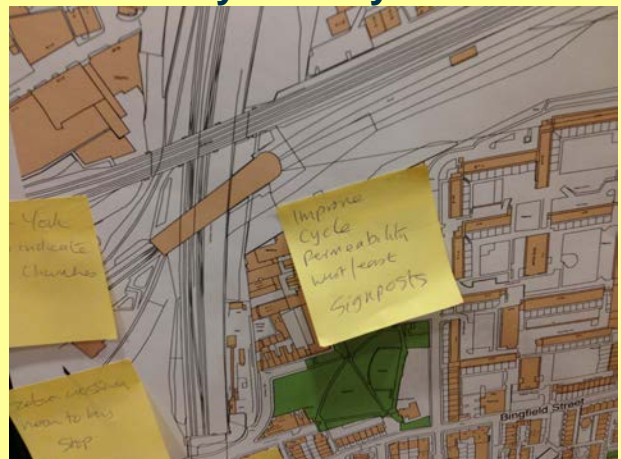


Picture of feedback at a public meeting.

**3.7.**     Whilst planning decisions may not meet everyone's wishes entirely, when communities are part of the process this can increase their understanding of the final decision and the reasons for it.

**3.8.**     This document is consistent with the council's Community Involvement and Engagement Strategy. The key principles for involvement in planning are summarised below.

<div align="center">**Table 1: Key Principles for Involvement**</div>

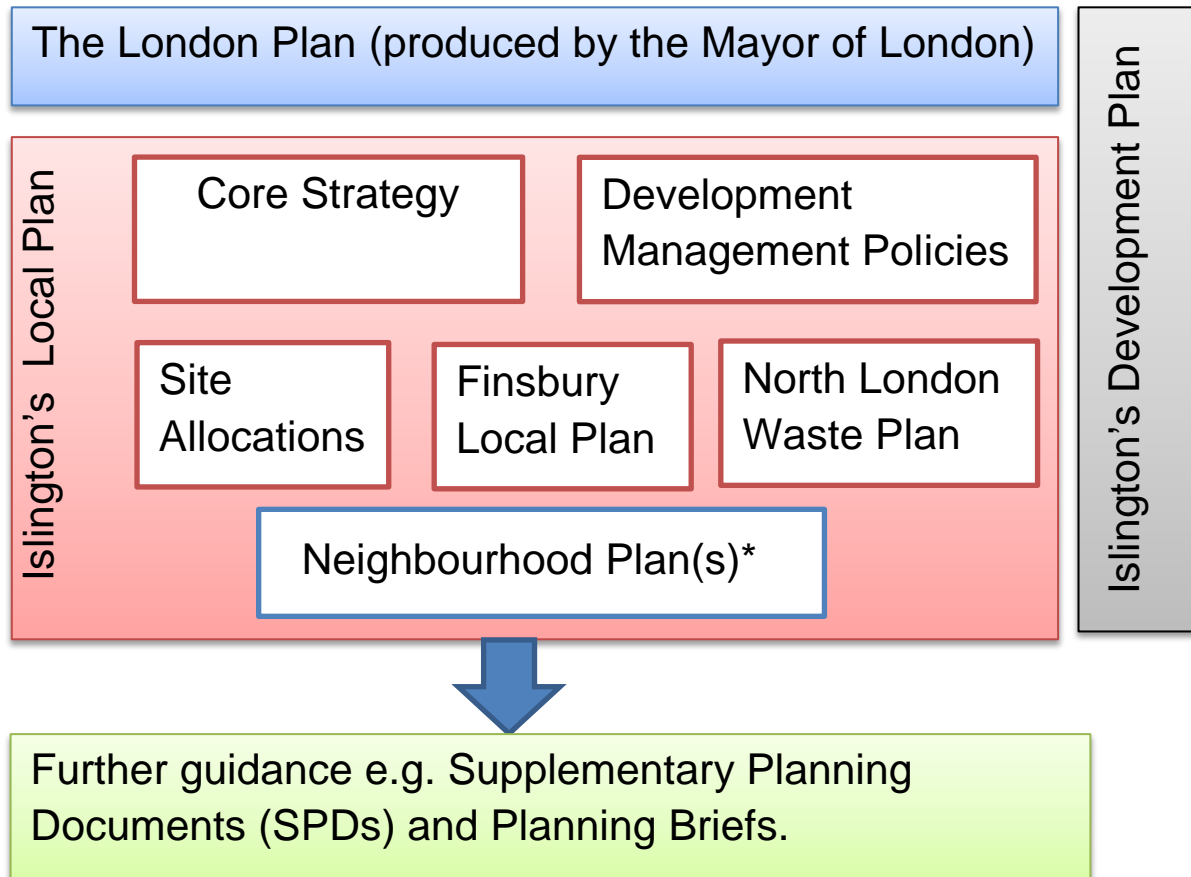| Key principles for involvement |
| --- |
| **Clear** |
| • Clear information will be given about the purpose of involvement. <br> • We will be transparent about the process for decision making and the scope for influence. <br> • We will explain how we have taken account of different views and how the final decision was reached. <br> • People can find the planning system difficult - we can help by explaining things as clearly as possible and tailoring information to make it relevant. |
| **Timely** |
| • Early involvement is important as this is often when there is the greatest scope for influence. We will encourage effective early engagement and allow reasonable timescales for people to respond. |
| **Inclusive** |
| • We are committed to engaging our diverse communities so that everyone can have the opportunity to express their views about how their neighbourhood should develop. This can be achieved through having inclusive involvement and communication methods. |
| **Appropriate and proportional** |
| • The type of involvement required will vary. In some cases simple notification will be appropriate, whereas for bigger more controversial issues it will be necessary to use a variety of methods to inform people and get their views. This will  enable the efficient and effective use of resources. In all cases it will be important to analyse the context, the different communities who may be affected and how they can best be engaged. |

*Adapted from Planning Aid for London, Principles for engagement*

**3.9.**     Minimum requirements for community involvement in planning are set out in law. However, we will often go beyond these. Our approach to community involvement in planning is explained in sections 4 and 5 in more detail, starting with Planning Policy.

# 4.     Getting involved in the preparation of planning policy and guidance

**4.1.**     Our local planning policies play an important role in making decisions on planning applications. We also produce guidance to help deliver our policies and provide further detail about what is expected from future development.

**4.2.**     Our policies, together known as the Development Plan, are made up of the Mayor's London Plan (which sets out the priorities for how London will develop) and Islington's

Local Plan (which responds to local needs as well as those of London). Planning applications are determined in line with the Development Plan unless there are other factors, called material considerations, which indicate otherwise. Our Development Plan is summarised in the diagram below.

The London Plan (produced by the Mayor of London)

Islington's Local Plan

Core Strategy

Development Management Policies

Site Allocations

Finsbury Local Plan

North London Waste Plan

Neighbourhood Plan(s)*

Islington's Development Plan

Further guidance e.g. Supplementary Planning Documents (SPDs) and Planning Briefs.

*There are no Neighbourhood Plans in place to date in Islington.

**4.3.** We produce a document called the Local Development Scheme (LDS) which includes a timetable for the production of local policies. This includes details of when the main stages of involvement will be. This timetable and details of all our documents can be found online at www.islington.gov.uk/localplan.

**4.4.** Local planning decisions are also influenced by national policy and legislation. The National Planning Policy Framework (NPPF), for example, sets out what local councils should consider when creating their policies and making decisions. Changes to national planning legislation can also affect how we make decisions, for example, changing what does not need planning permission (known as permitted development).

*"Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and set of agreed priorities…"*

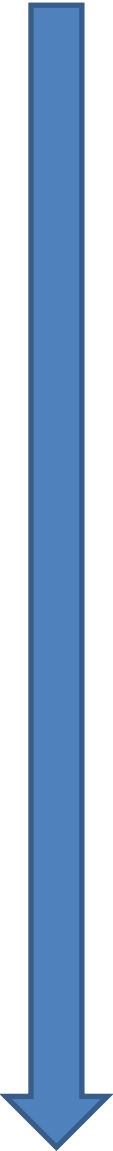National Planning Policy Framework (2012)

**4.5.** Involving local communities and key stakeholders is an important part of the local policy making process. The greatest scope for influence is early in the process.

## Islington's Local Plan

**4.6.** The creation of our Local Plan is a long process. It can take around 3 years to produce each document which are required, by law, to go through certain stages, summarised below[6]. There is a different process for neighbourhood plans which is explained later.

Table 1: Stages of production for local planning policy documents (legally known as Development Plan Documents (DPDs)).

| | | |
|---|---|---|
| **1: Preparation** | This is the longest and most important stage and where there is the greatest scope for influence. The aim is to resolve as many issues as early as possible. | |
| | We produce and collect evidence about key issues. This includes technical studies (for example housing need), as well as evidence from stakeholders, including the local community, about the issues identified and possible responses to them. | |
| | We will consult widely and ask for feedback on the proposed content of the document. | |
| | At the end of this stage we will set out who we have involved and how, the main issues raised and how we have responded to them. | |
| **2: Publication** | This is where we ask for feedback on a final draft. | |
| | Comments received will be forwarded to the planning inspector when the document is examined. | |
| | There is limited scope to make significant changes. However, it may be necessary to make further changes in light of the feedback we receive. If this is the case we will consult on these changes. | |
| | At the end of this stage we will set out who we have involved and how, the main issues raised and how they have been taken into account. | |
| **3. Submission** | The plan and supporting documents, including all formal responses at stage 2, are sent to an independent Planning Inspector appointed by the Secretary of State. | |
| **4. Examination** | The Planning Inspector will examine the document and the outstanding issues. This can involve written responses from the council and stakeholders as well as hearings to discuss the issues further. If you made a formal representation you may be able to appear at the examination hearings in person, however the final decision on this will be down to the planning inspector. | |
| | The planning inspector will assess if the plan meets all the legal requirements, can be considered "Sound" and therefore adopted. Once the Inspector has issued their report there is no scope for further changes. | |
| **5: Adoption** | If the plan is approved (found sound*) by the Planning Inspector it can then be adopted by the council. | |

Source: Town and Country Planning (Local Planning) (England) Regulations 2012
*Soundness is defined in the NPPF. This means the plan has been positively prepared; it is justified and effective; and is consistent with national policy.*

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[6] The plan making process is set out in The Town and Country Planning (Local Planning) (England) Regulations 2012

**4.7.** When making these policy documents we are required to consider environmental, economic and social needs. This is done through a Sustainability Appraisal which evaluates each policy document and makes recommendations to inform policies[7]. This provides evidence for the plan, including an assessment of its likely impact. Whenever we invite comments on a policy document we also welcome any comments on the Sustainability Appraisal. We also consider the impacts on our residents, including equalities groups, through conducting a Residents Impact Assessment. Where appropriate, we might produce an Integrated Impact Assessment that will consider all of these issues together in one document.

**4.8.** We maintain a policy database where we have the contact details of those we are required to involve, for example the Mayor of London and the Environment Agency[8], as well as other people and organisations that may have an interest. This includes individual residents, community groups, local businesses, landowners and developers. We have around 1600 contacts on this list, which is updated on an ongoing basis. Anyone may request to be added to the consultation database.

## How we will involve people

**4.9.** As a minimum, during steps 1 (preparation) and 2 (publication) we will consult for at least 6 weeks including:

- Notifying and inviting comments from everyone on the policy database – this will be sent by email only where we have an email address.
- Advertising the consultation on the council's website.
- Having copies of the consultation documents available online, with paper copies for inspection at the council's offices[9].

**4.10.** It is important to encourage as much involvement as possible during the first stage of the process as this is when there is the greatest scope for influence. We will look to consult widely as well as engaging more deeply on specific topics with specific stakeholders. We will therefore utilise other awareness raising, consultation and involvement methods where these are appropriate. These are summarised in appendix 1. The methods used will depend on the document. At the beginning of the process we will consider what the best involvement strategy will be, who the key stakeholders are and how they will be engaged, following the guidance in appendix 2.

**4.11.** In addition to formal consultation stages there will also usually be on-going informal involvement with stakeholders during the early stages to discuss specific issues and possible policy solutions. There is also a legal requirement, called the Duty to Co-operate, to engage constructively and actively on an on-going basis with neighbouring boroughs,

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[7] Source: The Handy Guide to Planning 2012 (Urban Forum, RTPI and Planning Aid).
[8] Specific and general consultation bodies are identified in legislation including The Town and Country Planning (Local Planning) (England) Regulations 2012.
[9] If there are changes to the plan making process through legislation we will follow a similar procedure during the early stages

certain statutory bodies[10] and other boroughs depending on the nature of the proposed policy.

4.12.   We will be clear about the scope for influence – setting out where there are genuine options in response to issues, but also being transparent about where the agenda is already set. It is important to note that many of the approaches to big issues, such as housing and employment growth, are set out by the Government and Mayor of London in the London Plan. Our local policies, in turn, have to be consistent with those of the Mayor.

4.13.   When you become involved it is important to realise that the council will take into account a wide range of views alongside other planning policy considerations. You may not always end up with the decision that you wanted but we will explain how we have taken account of different views and how the final decision was reached.

4.14.   During the later stages of policy production, steps 3 (submission) and 4 (examination) we will keep our website up to date with relevant documents and keep those stakeholders who have submitted comments to these stages informed.  We will also let these stakeholders know when documents have been adopted (step 5).

## Neighbourhood Planning

4.15.   Local communities now have the chance to create their own policies to shape their local area through a Neighbourhood Plan. Whilst the responsibility for involvement in Neighbourhood Plans rests with the local community we will provide feedback and advice about this. Neighbourhood Plans do not need to comply with this Statement of Community Involvement; however they do have a requirement to consult and this document may provide a useful starting point. Further information about Neighbourhood Planning, including a guide, can be found online at www.islington.gov.uk/neighbourhoodplanning.

4.16.   The council is required to publicise and invite comments at key stages of the Neighbourhood Planning process, including the creation of neighbourhood areas and forums. Generally for consultations on neighbourhood planning issues we will publicise key documents and details of how to comment on our website, place site notices and contact our policy database. Publicity will be determined on a case by case basis and within the context of resources. Further detail on the council's role is set out in separate neighbourhood planning guidance[11].

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[10] The duty to cooperate was introduced by the Localism Act (2011). Organisations to which this applies includes neighbouring boroughs (City, Hackney, Haringey and Camden), the Mayor of London, the Environment Agency, English Heritage, Natural England, Homes and Communities Agency (via the Mayor of London), the Health Authority (now the Islington Clinical Commissioning Group and relevant trusts), Transport for London, The Civil Aviation Authority, The Office of Rail Regulation, The Highways Authority and the Marine Management Organisation. How the duty applies and how it should be fulfilled will vary from policy to policy

[11] Available at www.islington.gov.uk/neighbourhoodplanning.

## Preparing Supplementary Planning Documents (SPDs) and other guidance

**4.17.**    We also produce other guidance which provides further detail on our approach to certain areas, sites or issues:

- **Supplementary Planning Documents (SPDs)**: add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design.
- **Masterplans:** provide a detailed design framework for an area of development or regeneration. This is not a formal policy document but can be used in helping to guide development.
- **Planning Briefs**:  provide further detail and guidance to guide development on specific sites.

**4.18.**    All of these guidance documents can be a consideration in planning decisions although Supplementary Planning Documents (SPDs) have greater legal status and are required to go through a set legal process[12].  Guidance documents will however generally go through a similar process, summarised below:

| Preparation | • As well as gathering evidence, where appropriate, we will ask for ideas, views and information from relevant stakeholders. |
|---|---|
| Consultation | • We will consult on a draft of the document for at least 4 weeks, although this will often be longer.<br>• After considering the responses and depending on the number of changes proposed we may ask for further feedback.<br>• SPDs have a requirement to consult statutory consultees and produce specific documents including a consultation statement. |
| Adoption | • Following appropriate consultation the council will adopt the document, usually via the Council's Executive.<br>• We will publish a consultation report setting out the main issues raised and how we have responded to them. |

**4.19.**    Involvement during the preparation stage can be very useful in identifying issues and solutions early on. This involvement will be proportionate to the document – it may be a case of asking certain stakeholders for feedback on some ideas, or it could involve events with specific stakeholders to get detailed feedback.

**4.20.**    The consultation stage is about wider awareness raising and involvement. We will:

- Make the document available online and for inspection at the Municipal Offices.
- Invite comments from relevant stakeholders on the policy database.

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[12] Set out in The Town and Country Planning (Local Planning) (England) Regulations 2012.

- Send communications to properties which may be affected, where relevant.
- Use other communications methods and events, such as those in appendix 1, where appropriate.

**4.21.** When documents are adopted, we will publish the adoption notice on our website and notify those who have previously made comments on documents.

## Making involvement inclusive

**4.22.** Planning policy and guidance can involve a number of complex and technical issues. We will aim to set out the key issues and our responses to them as clearly as possible and make communications and any events inclusive consistent with guidance in appendix 2. This could involve producing short summaries, more tailored communications and events which respond specifically to the interests of specific stakeholders and which help to build-up the capacity of different stakeholders to respond where needed. Case Study 2 provides an example of targeted and inclusive engagement.

**Case Study 2: Islington's Streetbook**

Islington has planning policies that require that the environment is well designed, respects its historic surroundings, is inclusive, sustainable and safe, and provides value for money. Planners worked with colleagues from a number of disciplines to produce expert guidance.

However we needed to better understand how older people, children and families, visually impaired people, wheelchair users, ambulant disabled people and cyclists use and experience the pedestrian environment. Disability Action in Islington (DAII) was commissioned to recruit a representative group, and to provide an initial briefing on key issues.
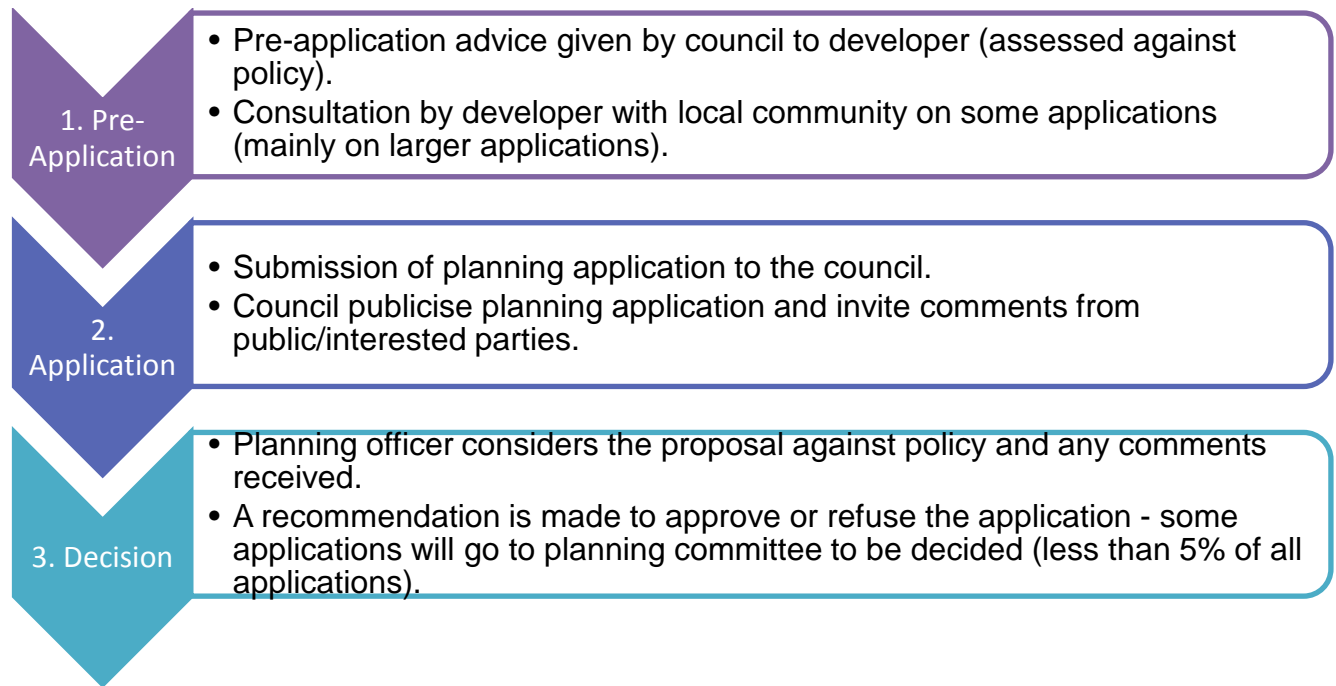
We took the group on a field trip to experience, first hand, some innovative street treatments in London. Members of the group navigated a route and recorded their experiences - good, bad and indifferent. The group met afterwards to bring together and discuss their experiences. Interestingly people's views of design approaches changed based on their experience of different approaches from the field trip. The group's highly constructive opinions directly informed the advice in the Streetbook.

## Data protection

**4.23.** We will keep all personal details secure and will only use them for relevant planning purposes. Please note that comments received in response to documents will be made publicly available. We will remove personal contact information however your name will normally still be displayed. Where Local Plan documents are examined by the Planning Inspectorate we will disclose names associated with comments about particular stages of production. We will also need to provide the contact details of those who have made comments at relevant stages of document production to the programme officer (who is responsible for organising and managing the examination and is independent of the council) so that they can be kept informed of the examination process and opportunities to be involved.

## 5.    Having your say on planning applications

**5.1.**    By considering planning applications the council decides if planning permission should be granted or refused. The council receives thousands of planning applications each year. Planning applications can vary greatly in their nature from minor household extensions, a change of use, works to a historic building, or a large-scale redevelopment. The planning application process is summarised  below:

| 1. Pre-Application | • Pre-application advice given by council to developer (assessed against policy).<br>• Consultation by developer with local community on some applications (mainly on larger applications). |
| --- | --- |
| 2. Application | • Submission of planning application to the council.<br>• Council publicise planning application and invite comments from public/interested parties. |
| 3. Decision | • Planning officer considers the proposal against policy and any comments received.<br>• A recommendation is made to approve or refuse the application - some applications will go to planning committee to be decided (less than 5% of all applications). |

*Adapted from the Handy Guide to Planning, Planning Aid (2012)*

## Pre-application consultation

**5.2.**    Pre-application is where early discussions take place about a proposed development. Key issues to be resolved are identified before a planning application is submitted. Pre-application consultation is generally optional[13] but encouraged and usually involves details about proposals being submitted to the council and Planning Officers providing feedback. This is the stage at which the Council works with the applicant to advise on a proposal prior to the application being submitted formally.

**5.3.**    Consistent with national guidance[14], the council will encourage developer/applicant consultation with the local community on relevant pre-applications. This will usual apply to major applications and those where there are sensitive and/or controversial issues where consultation can help to add value and improve the outcome. Community involvement at

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[13] Although some applications are required by law to do so such as those for major infrastructure – for example for new power stations or electricity lines.
[14] National Planning Practice Guidance

this early stage is particularly important as there is greater scope to influence proposals than once an application is submitted.

**5.4.** Potential applicants are encouraged to consult people likely to be affected and consider their views before finalising the proposal. For small applications, such as an extension, this can be as simple as talking over plans with a neighbour. Before making a major planning application[15] applicants are encouraged to:

- Speak to the council and get advice.
- Liaise with relevant statutory consultees (Historic England etc).
- Consult the local community (see table below).

**5.5.** Consistent with best practice guidance[16] prospective applicants should:

- Select the level of pre-engagement necessary to deal with the issues raised by the scale and complexity of the proposed development.
- Facilitate early engagement proportionate to the impact on the wider community and enable the community to inform and influence the proposals.
- Maintain an agreed record of information submitted, advice given and, where appropriate, consensus reached.

**5.6.** On relevant applications the council will agree with the applicant the extent and nature of pre-application consultation at the beginning of the pre-application process to ensure that it is suitable, this will include agreement about attendance of the Design Review Panel as well as engagement with Councillors. Where applicants are undertaking pre-application public consultation they should ensure that any communications and events are accessible and take into account the council's good practice guidance.

**5.7.** The type of stakeholder involvement will depend on the nature of the application. Methods used at pre-application stage include:

| Method | Description | When will this be used |
|---|---|---|
| Design Review Panel (Professional) | The panel consists of built environment professionals and provides independent design advice.<br><br>The panel is an independent advisory body whose purpose is to help achieve high quality design. It does not have decision making powers<br><br>Meetings are not open to residents. | Usually used on major applications where there are a number of complicated design issues. It is an optional, paid for service most often used at pre-application stage. |

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[15] 10 or more dwellings or 1000m2 of development

[16] 10 commitments for effective pre-application engagement: Local Government Association and British Property Federation (2014)

| Exhibition/meeting/ workshops (Public) | Organised by the applicant, this will provide information about proposals and the opportunity for feedback. This can be an effective way of providing information to the local community. | This will normally take place for large-scale developments or developments which are particularly sensitive/controversial. |
|---|---|---|
| Letters/leaflets/ questionnaires (Public) | Organised by the applicant, this involves sending a summary of the proposals and how to respond to properties which may be affected. This will focus on informing and getting the views of the properties most affected – this could be just a few streets, or whole neighbourhoods. | |
| Members' Pre-application Forum (Political) | Schemes presented to councillors for informal feedback. These meetings are not open to the public. | |

## How will my views be taken into account?

**5.8.**   When pre-application consultation is carried out, the council will expect the applicant to prepare a report summarising the type of consultation carried out, the key issues raised and how the proposal addresses those issues. This statement should be submitted as part of the planning application.

## How can I find out more about pre-application proposals?

**5.9.**   Further information about the pre-application process can be found at: www.islington.gov.uk/planning.

**5.10.**  Pre-application proposals will be treated as confidential at pre-application stage, subject to the need to consult internally, including informally with councillors where appropriate. However, once a planning application for a proposal is submitted any pre-application correspondence, from the same applicant, will be treated as no longer confidential and will be made publicly available (on request). The purpose of this is to increase transparency and allow those with an interest in the application to view the documentation that may have led to the current proposal.

## Personal information

**5.11.**  When advising developers about who to consult we will not disclose personal information - we will only recommend streets and addresses that should be contacted. The council holds records of community/amenity groups who are interested in planning matters. If we are of the view that these groups may have an interest and their contact details are not publicly available, we will check with the group or individual concerned that they are

prepared to be contacted.  Personal information associated with pre-application documentation made publicly available will also be redacted.

# Planning Applications

**5.12.** Once a formal application is received, how widely the council consults depends on the nature of the application. In general we will:
- Publish all applications on our website (www.islington.gov.uk/planning), including a weekly list of all valid applications for each week.
- Notify properties that may be affected, for example neighbouring properties. Where appropriate we will send letters to a wider area for larger applications.
- Notify local amenity groups and appropriate statutory bodies, where relevant.
- If the site is in a conservation area, affects a listed building, or the proposal constitutes a major development, place a site notice or notices on or close to the site and publish details of applications in the local newspaper.

**5.13.** If significant amendments are made to an application, neighbours will be re-notified and allowed at least a further 14 days to comment.

## Prior Approvals

**5.14.** Recent changes to planning legislation have resulted in an increase of permitted development rights; this is where there is no need to apply for planning permission for some changes of use or alterations to buildings in certain circumstances. However, for some permitted development rights some issues are still required to be considered by the council through a Prior Approval application. Where a proposal is subject to Prior Approval, depending on the type of application, we will put up site notices and/or consult neighbouring properties. Further information about permitted development rights can be found at www.islington.gov.uk/permitteddevelopment.

## How to comment on Planning Applications

**5.15.** There is a legal requirement for the council to give people 21 days to comment on planning applications from the date the letter is sent out. However we frequently give longer than this by, as far as reasonable, considering all comments received up until the time a decision is made on the application. Comments can be made:
- Online by searching for the relevant application and clicking "add comment".
- By email to:  planning@islington.gov.uk.
- In writing to: Development Management Service, Planning and Development, PO Box 3333, 222 Upper Street, London, N1 1YA.

**5.16.** Your comments (known as representations) can be in support of or object to the proposals, or may be just general observations. If you are objecting to a proposal the council can only consider those comments that relate to relevant planning reasons, for example:
- The design of a building e.g. height, appearance or size.
- The impacts on daylight, sunlight, privacy.
- Noise or pollution.

- Traffic impacts.
- The uses proposed.
- Conflicts with policies, for example, the proposal is not sufficiently accessible, inclusive, affordable or sustainable.

**5.17.**　We cannot take into account issues such as the impact on the value of a property, the loss of a private view or increased business competition. Further guidance on how to comment on planning applications can be found in **appendix 3**. If you are unsure about how to respond then the case officer for the application can help to advise you.

## How will your views be considered?

**5.18.**　We will consider all the comments received alongside relevant planning policies. After this the following decisions can be made:

- It can be approved.
- It can be approved subject to conditions and / or a legal agreement.
- It can be refused.
- Amendments to the proposal can be requested – if these are significant only then will additional consultation take place and the consultation period may be shortened where this is the case.

**5.19.**　A Planning Officer will write a report setting out their recommendation. The final decision is then taken in one of two ways:

- By a Senior Officer[17]: this will happen if it complies with policies, objections have been resolved or overcome by the imposition of conditions, or if it is recommended that the application should be refused.
- By Planning Committee (or sub Committee) made up of elected Councillors: this generally happens for major and/or controversial applications, because of the type and nature of the objections, where there are outstanding policy issues or a legal agreement is required. Two councillors or a senior officer can also request an application is considered by the Planning Committee. It should also be noted that if the application is recommended for refusal this can often be determined under delegated powers. The Terms of Reference for Planning and Sub-committees sets out their decision making powers and can be viewed online.

**5.20.**　Decisions are normally made within 8 weeks for minor/other applications or 13 weeks for major applications. Often the applicant and council can agree to a longer bespoke timescale under a Planning Performance Agreement (PPA) for larger more complex applications. There are however situations where the council does not decide planning applications:

- People who submit an application can appeal against a refusal, or against non-determination if the 8 or 13 week timescale for a decision is not met. Appeals are considered by the Secretary of State through the Planning Inspectorate who will decide if planning permission should be granted.
- The Mayor of London has the right to intervene and make a decision on some large applications the details of which can be found on the Greater London Authority website.

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[17] By the Director of Planning and Development or the Head or Deputy Head of Development Management under delegated authority or any future delegation agreement.

## How will you find out what has happened to the application?

**5.21.** If an application is going to the Planning Committee you will be sent details of when and where that Committee is going to be held provided you have submitted written comments (representations) to the council and your details are recorded on the system. We will provide you with notice of this – usually 5 working days. There are opportunities to speak at Committee subject to the Chair's discretion and if we write to you advising you of a committee date and time this will also include details about registering a request to speak. For other applications you can monitor the progress of the case and view any decision on our website.

**5.22.** If an appeal is submitted and you have made comments, you will be notified and invited to make comments directly to the Planning Inspector, unless it is a small householder, small scale commercial/shopfront or advertisement application, for example, when no further comments can be submitted. The appeal notification letter will confirm if further comments will be accepted.

# Planning Enforcement

**5.23.** We investigate unlawful developments including unauthorised building works, advertisements, satellite dishes and changes of use. Where harm is caused and it is expedient and in the public interest to do so, we may take formal action. Enforcement matters are not generally subject to wider consultation however if you make a report we will notify you about the outcome and place a copy of any enforcement notices on our website.  Details of complainants are kept on a strictly confidential basis and our policy is not to disclose these unless required to do so by the courts or the Information Commissioner.

## Personal information

**5.24.** Comments on planning applications will be placed on a file which is publicly available on request and cannot be treated as confidential. If you submit comments electronically we will not publish telephone numbers, email addresses and signatures (except at appeal where copies will be sent to the Planning Inspectorate and the Appellant); however names will be made available.

**5.25.** We currently do not upload letters of representation from the public online, with the exception of statutory bodies, as we are unable to redact personal information at this time so these will not be available to view online. However, all letters of representation can be viewed at the council offices by arrangement.

**5.26.** Please note that for appeals we do not redact personal information that is sent to the Planning Inspectorate and appellants. In addition any representations you submit to the Planning Inspectorate will be copied to the appellant and Islington as a local planning authority and will be considered by the Inspector when determining the appeal.

# 6.     Having your say on infrastructure priorities

**6.1.**     We secure funding towards infrastructure necessary to support development as part of the planning application process by, for example, improving a park, creating a play space, addressing transport issues, or helping to provide or improve community facilities.  This is secured through Community Infrastructure Levy (CIL). Our CIL Charging Schedule, introduced in summer 2014, replaces many existing, but not all, types of planning obligations which previously were secured in S106 agreements[18]. This allows us to collect funds from development to pay for local infrastructure that is needed in the borough.

**6.2.**     Consultations on area strategies, specific projects to improve facilities such as streets and open spaces, and other borough wide strategies are also used to help inform what is needed. Some initial priorities have been identified through Ward Improvement Plans (WIPs) which set out local investment priorities in advance.  WIPs create a more inclusive process for identifying and prioritising schemes, with ward councillors and Ward Partnerships able to participate in their ongoing review. You can submit your ideas to your local Ward Partnership or via our online form.

**6.3.**     Any future review of the CIL charging schedule, or the list setting out the infrastructure improvements on which CIL funds may be spent (known as the CIL Regulation 123 list) will be subject to community involvement. The minimum requirements are set out in the CIL regulations. For the CIL charging schedule consultations are currently required on an early draft of a new charging schedule (called a preliminary draft) and when a final draft is published. The revision of the CIL list of infrastructure improvements to be funded through CIL would be subject to a one-stage public consultation.  The approach to consultation will be consistent with that for planning policy documents identified in paragraph 4.9. Further information about CIL can be found at www.islington.gov.uk/CIL.

**6.4.**     Other measures to address the specific issues and impacts from a development and to make sure that it complies with planning policies are secured through planning obligations (also referred to as a Section 106 agreement): these are commitments made by the developer in a legal agreement. The council has set out guidance on the measures that it normally requires in its Planning Obligations Supplementary Planning Document, which includes managing construction impacts and employment and training opportunities for local residents. Other requirements, which must be directly related to the development and necessary to make it acceptable in planning terms, may arise depending on the specific circumstances of the development. We will listen to views submitted through the pre-application and planning application process. Further information can be found at www.islington.gov.uk/S106.

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[18] Legal planning agreements between the council, land owners and developers to address specific planning issues. They may require affordable housing, a financial contribution towards local improvements, employment and training schemes or other measures to address the impacts of a development and to help to ensure that it is acceptable in planning terms.

# 7.    Further information and advice

**7.1.**    If you need assistance in understanding any aspect of planning, would like any advice or have any questions please contact us and we will try to help.

| Planning Applications | If your enquiry is about a specific planning application then please contact the Case Officer.<br><br>If you are thinking of submitting a planning application and would like pre-application advice please visit www.islington.gov.uk/planning. This is a paid for service.<br><br>We provide free advice to those that may be affected by a development proposal. This is done through the Case Officer or our duty officer system that operates 9am- 1pm – please email planning@islington.gov.uk or call 020 7527 6743. |
|---|---|
| Planning Policy | We are happy to answer any questions you may have about our planning policies. Please call 020 7527 2000 or email planningpolicy@islington.gov.uk. |
| Planning Enforcement | If you would like the enforcement team to investigate something you can make a report in the following ways:<br>• In writing to the Enforcement Manager, Planning and Development, PO Box 3333, 222 Upper Street, London, N1 1YA.<br>• By email to planning@islington.gov.uk<br>• By calling 020 7527 2000. |
| Your feedback | We would welcome any general comments about the planning service and suggestions for improvements. We will also use feedback to review the effectiveness of our involvement methods.  Please contact us by email at planning@islington.gov.uk. |

**7.2.**    If you would like  further information about the planning system and how it works, useful information can be found at the following links:
- Planning Portal – this is the Government's online resource for information about planning.
- Planning Aid  - have a useful website including resources which help to explain the planning system. This includes a jargon buster and a useful summary of how to comment on planning applications, including a summary of planning issues (material considerations) that can and cannot be taken into account.
- Planning Aid for London – a charity who offer independent advice and training to local communities about planning issues in certain circumstances.

## 8.     Future updates

**8.1**     The planning system is currently going through a period of significant change and reform, the Housing and Planning Act 2016 and other legislation that is being introduced will result in fundamental changes to both the plan making and planning application process. It is likely that an early review of the SCI will be required to reflect these changes and their implications for the involvement of stakeholders. There may also be further scope to change existing community involvement practices through the introduction of new technologies which can be considered as part of a future review.

## Appendix 1: Communication and engagement methods

The communication and engagement methods listed below are most likely to be of use for the production of planning policies and guidance. The methods used will depend on the nature of the document, its geographical coverage, the need for specialist input, their inclusiveness and the level of resources available/required. This is not an exhaustive list and other methods will be considered. We will keep this list under review to take into account new and innovative methods.

| Type | Method | Explanation |
|---|---|---|
| **General awareness raising (information and consultation).** | Islington Life (residents' magazine) | A local online council magazine, with printed copies available 4 times a year. Can be an effective way of communicating to a wide audience and for borough-wide. |
| | Council events diary | Lists all council meetings and events. Useful for events that are open to and targeted at the general public. |
| | Islington Consultations webpage, and relevant Planning webpage | All consultations will be publicised on the council website to inform those who have an interest and general and/or planning specific consultations. |
| | Local newspapers – Islington Gazette and Islington Tribune | Useful to inform a wider audience including businesses, depending on the type of document and where considered appropriate. |
| | Social media e.g. via Islington's Twitter page. | This can be useful in raising awareness to a wider audience in conjunction with other methods. Over 16,000 people follow the council on Twitter. |
| | Residents' ebulletin | This monthly email newsletter goes out to around 35,000 people informing them about news and consultations. |
| | Leaflets and letters | Can be effective in targeting specific properties/areas. Depending on the number of properties targeted this can be a resource intensive method. |
| | Exhibitions | Can be used to provide information. If staffed they can be useful in helping to explain issues and collect feedback. This would normally only be used in relation to documents focusing on individual sites or small geographical areas. |
| **Specific awareness raising – using more tailored communications** | Community noticeboards (e.g. at community centres, libraries and doctor's surgeries). | Allows tailored information to be provided – this can be targeted to matters of interest to the local community. |

| (information, capacity building and consultation) | Youth website: www.Izzy-info.com | Useful to engage with young people on issues which may be of specific interest or to engage on issues with wider relevance. |
| --- | --- | --- |
| | Islington Signpost British Sign Language newsletter (via Youtube) | Useful to provide information to Islington's deaf population. |
| | Talking News Islington (external website and organisation). | Provides information to over 100 blind or partially sighted people locally. |
| | Through relevant community and voluntary groups. | Community organisations can help with passing on information to key groups, including those who may not normally be included. |
| | Islington Chamber of Commerce | Can help with engagement with hundreds of businesses across the borough. |
| **Involvement and Engagement** | Workshops/focus groups | Allow the in-depth discussion of issues. Require time to organise and sometimes specialist expertise, for example facilitation. |
| | Questionnaires/surveys | We will usually invite any comments people have but may also ask structured questions to get focused feedback on certain issues. Online response methods can be useful and require less resources than sending out and collating paper copies. Although paper copies are useful where people do not have access to the internet. |
| | Drop-in sessions | Allow people to ask questions and provide feedback on an individual basis. Primarily useful in providing information and building the capacity of stakeholders to respond should they wish to. |
| | Meetings | This can involve attending meetings which are held by existing groups to discuss and explain issues, or we may hold public meetings to get people's opinions. This can be important as part of an inclusive approach where the need to engage specific stakeholders has been identified. It is sometimes useful for these events to be developed with and facilitated by an individual/organisation that has experience of engaging with the target audience. This can be more resource intensive. |
| | Joint consultation -"Piggy backing" or joint commissioning. | Where appropriate opportunities for joint consultation with other council departments or organisations allows resources to be shared and reduces the potential for "consultation fatigue" of those who are being consulted. Attending events that are already planned can be a useful way of promoting awareness and an opportunity to provide feedback. |
| | Modelling | This can be useful for helping communities to visualise and feedback on proposals for specific sites or areas. The cost of physical models is high however the use of virtual and interactive modelling is growing and could be explored more in the future. |

# Appendix 2: good practice guidance

**This guidance will primarily be used by those preparing planning policy and guidance documents. We would also encourage its use by third parties conducting consultations, such as those undertaking pre-application consultation or those creating neighbourhood plans.**

Involvement is a vital part of the planning process – providing valuable information, helping to make better, more informed decisions and that the future development of the borough takes into account a range of needs and interests.  This guidance sets out some key things to consider when planning for involvement. It is not only about providing information and using traditional methods such as questionnaires to gauge opinion, it's about understanding who the stakeholders are and using a variety of methods to meaningfully inform and engage them.

It is important to think about how to make involvement inclusive at the beginning of the process. In addition to inclusivity being a key principle of this SCI, the Equalities Act (2010) requires us to ensure that we consider the needs of all individuals in our day to day work such as shaping policy and delivering services[19].

## Planning for involvement

It is important to establish who should be involved and how. A key way of doing this is to have a plan which sets this out – this can be included and made available as part of an involvement statement which also sets out the key issues and how this was responded to. These are some of the things to consider [20]:

| | |
|---|---|
| **Objectives** | What do you want to achieve? What feedback are you hoping to receive and from who; will it be adequate and sufficient to your purpose? |
| **Key messages** | What are the key issues and basic principles that need to be considered? Are there any links with other strategies/policies? |
| **Target audience** | List the important stakeholders. A basic understanding of the make-up of the local community is important - what do you already know about your audience (the Islington Evidence Hub can be a useful resource). The audience is usually defined by who is going to have an interest in, or be affected by the proposals. This could include local residents (possibly defined by a geographic area), users or would-be users of a service/facility, local councillors, community groups, local businesses, or landowners/developers. Consider how relationships can be built-up, training and/or support provided to ensure that involvement is meaningful – this will improve the quality and usefulness of contributions to the debate. |

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[19] The Equality Act 2010 protects people from discrimination based on nine protected characteristics: age, disability, religion, gender, race, sexual orientation, marriage and civil partnership, gender reassignment, and maternity and pregnancy.
[20] Sources: London Borough of Islington and Planning Advisory Service and Royal Town Planning Institute

# Appendix 2: good practice guidance

| | |
|---|---|
| **Research** | Avoid duplication. What do we know already, has similar research/consultation already taken place? Can some of this be used? |
| **Communication channels** | What are the ways and means of making people aware, informed and stimulating their interest? Will targeted communication be required to engage with certain stakeholders? Do certain stakeholders have specific communication needs? What organisations and individuals can help to spread the message? It might be useful to identify and focus on issues which are likely to be of particular concern to different stakeholders – this can help to engage, raise awareness and understanding. Alternatively you can ask stakeholders about key issues with which they wish to engage.<br><br>Remember, this all takes time, particularly, if materials are to be translated into other languages or interpreted via, for instance easy-read or BSL. (These costs should be factored in from the outset). |
| **Resources** | How can the use of resources be optimised? Is there scope to link in with other consultations/events?<br><br>On the other hand, it is worth considering whether a series of smaller events might be more effective in addressing specific points and enabling all voices to be heard. Or, rather than attempting to gather all stakeholders together at the same time and place, there can be benefits in meeting them on their own territory e.g. by attending and facilitating a session at a residents' association or other community group meeting.<br><br>Effective engagement needn't be costly, what are the easiest and best ways of engaging the audience you are trying to reach? Estimate indicative costs for consultation materials and events. Factor in sums for accessibility such as British Sign Language (BSL) interpreters. Is extra support needed for example for facilitation or with analysis? Does any other capacity building need to take place with stakeholders to facilitate their engagement? |
| **Timetable** | Set out different tasks and deadlines, what needs to be achieved, by when and by whom? Give stakeholders a reasonable timescale to respond. Are there any major cultural events/holidays that are likely to make it more difficult for people to respond to the consultation? |
| **Materials** | Get input from different people to sense check and refine the materials. For large consultations piloting the materials on the intended audience can help. Materials normally go through several drafts to help refine them. Maps and images can be useful. Large amounts of text should be avoided. Enable people to understand the key issues as well as the broader context e.g. national policy. Be clear about the choices and scope for influence. It can be useful for people to understand the implications of their views. |
| **Feedback** | Make clear the different ways people can provide feedback. What methods are likely to be most appropriate? Is specialist help needed e.g. facilitation/mediation. Is there a balance between qualitative and quantitative techniques? Participative methods can be more inclusive than written methods. Stick to questions that are relevant to the key issues and where there is genuine scope for influence (but be prepared to listen/ do not dismiss wider concerns/grievances). Set out how responses will be dealt with and taken into account. |

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|---|---|
| **Decisions** | It is important to explain, following involvement, how decisions will be made. What other factors are taken into account, for example policies and other evidence. Set out a summary which accurately represents the responses and how they were taken into account. Have a clear audit trail so that the influence of consultations on decisions can be followed. |
| **Confidentiality** | Remind people if their responses (either in full or in summary) will be in the public domain, names will normally still be displayed, however personal contact information will be redacted. |

## Providing clear and accessible Information

Ensuring that residents have the information they need, in a way which they can understand, is a priority for Islington – this can be a different language or a different format such as large print, audio or easy read.

As a general rule (and in line with Council guidelines) for public notices and letters announcing events or consultation opportunities, alternative formats will be offered on request. These include:

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| Other languages | The most commonly spoken languages in Islington include Turkish, Bengali, Somali, Arabic, Spanish, Albanian, Tigrinya, French, Chinese, Greek, Italian, Polish, Yoruba, Urdu, Gujarati, Punjabi and Portuguese. |
| Blind people | Audio tape/CD<br>Braille<br>DAISY (Digital Accessible Information System) |
| Deaf people | SMS text messaging<br>Minicom<br>Easy read English<br>Lip speaking<br>Palantype<br>Makaton |
| Deaf people who are British Sign Language (BSL) users | BSL interpreter<br>BSL videos/DVDs or web links |
| Learning difficulties | Easy read English |
| Partially sighted people | Large print |

Many of the documents produced by the Planning Department are necessarily technical and lengthy – for example evidence studies, technical guidance and officer's reports. For such documents we will offer different formats, or a layperson's summary, where possible. However, experience shows that in such circumstances personal engagement (through an advocate or interpreting service) via telephone, email, text or one-to-one meeting is effective. This can be used to communicate relevant information, answer questions and record comments.

In addition to the above it is recognised that not everyone will have access to the internet to view documents or electronic communication to send and receive email. For planning applications, letters are still sent to neighbouring properties on relevant planning applications, whilst for planning policy consultations paper copies of correspondence are sent to those who have requested it. Where people are unable to view documents online at home, there is free access to computers and the internet at all Islington libraries. Islington's libraries also have free Wi-Fi where members of the public can bring their own device and connect to the internet for free. Help and advice about using the internet is also available at our libraries.  For those that wish to view paper copies of documents, contact should be made with the relevant part of the planning department and we will try and accommodate those requests.

The following can also help to make information clear and accessible[21]:
- Using clear and simple language and graphics: planning involves many legal requirements and the language that is used often needs to reflect this. However we will aim to be as clear as possible about the purpose of our communication, using plain English where possible and minimising the use of planning jargon.
- Having clear, meaningful titles or headings on documents or letters, making it clear that you can respond and when a response is needed.
- Being really clear about the purpose of the consultation, what scope there is for the consultation to change things (or not), and whether the feedback (either anonymously or not) will be made public.
- Using size 12 font for text should be the council's minimum unless there is a reason why this cannot be done. Wherever possible using size 14 point font as recommended by the RNIB.
- Avoiding too many changes of type, print size or formats and from lower case to capital letters as this is confusing. Sans serif fonts such as Arial are best.  Block capitals should not be used, upper case lettering should only be used to capitalise headings, at the start of sentences or for proper nouns.
- Ensuring good contrast between text and background. The better the contrast between the background and text the more legible the text will be.

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[21] Sources: LBI & Disability Action in Islington

- Avoiding glossy paper because glare/reflection makes it difficult to read.
- Avoiding text over photographs, graphics or patterns.
- Aligning text to the left.
- Keeping the layout simple so people can follow the text.
- Using no more than two columns on a page.
- Highlighting headings to make it easier for people to search for the information they want.
- Targeting communications to the audience is important. Where information is aimed at specific groups, such as children, the language used will need to be different.
- Avoiding complex visual imagery; where illustration is required, the production of tactile, interactive diagrams or models should be explored.
- It is possible to check whether web based text is compatible with screen readers that are commonly used by visually impaired people See: http://www.w3.org/WAI/eval/Overview.html.

Where consultants undertake research or studies on behalf of the council we will emphasise the importance of accessible report formats and presentation techniques.

## Accessible events

The aim in organizing an event should be to ensure that everyone can participate on an equal basis and have the same quality of experience. We will therefore follow accessible event guidance, which includes taking into account the following[22]:

- Allowing enough time to plan the event properly, including giving people enough notice to plan their participation, taking into account specific communication and or transport needs they may have (it is usually necessary to book BSL interpreters at least a month in advance).
- Assessing access to the site and building, and specific provision - for example parking for blue badge holders, bus routes, access into and on the site, accessible toilets, fire escape, baby change facilities, lighting, seating, other equipment, etc.
- If an Induction Loop is available and working.
- Avoid an early start so as not exclude people who have to take their children to school, or have to wait for community transport or for a care worker to get them up.

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[22] Sources: LBI and Disability Action in Islington

- If possible, don't make events too long – some people get tired easily. Schedule in breaks and provide suitable refreshments.
- Advertise start <u>and</u> finish times of events and as much as possible, stick to the times advertised.
- Take account of cultural and religious customs and feast days.
- If organising a night-time event give people information that allows them to get there safely.
- Identify permanent or temporary barriers for disabled people using the site.
- Provide clear signage.
- Consider also the time of the day and of the week, bearing in mind school holidays, employment and caring responsibilities.
- Presentation and facilitation techniques – remember not everyone will be confident to speak up in a lively meeting and not all will be comfortable expressing themselves in writing – dividing into smaller discussion groups and the use of models and audio visual equipment can be helpful.
- Think about furniture, tables to rest on and seats with back and arm rests.

When planning events, it is good practice to provide the following information:
**1.** Title and brief description of the Event
**2.** Date, and time the Event starts and ends
**3.** Name and address of venue – a map
4. Contact details of organiser including name, email and text phone
**5.** Nearest transport links
**6.** A statement about access e.g. let us know if you have any specific access or communication needs, please contact xx [or other relevant person] on [phone/sms text number]. We will do our best to meet your needs.
**7.** Contact phone, SMS text number and email address to book or ask for more details about access or communication support.

## List of Statutory Consultees

This will change over time alongside legislation. The statutory consultees are currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 include:
- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England (known as Historic
- England)
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- the Highways Agency

- neighbouring local authorities – Hackney, Haringey, Camden and the City of London.
- Electronic communication systems operators
- Health Authorities/Clinical Commissioning Groups
- Electricity providers;
- Gas providers;
- Sewerage undertakers;
- Water undertakers;
- Homes and Communities Agency (devolved to the Mayor of London)
- Mayor of London

## Appendix 3: Planning Aid guidance on commenting on planning applications[23].

Participating in the planning process is about more than just objecting. **Supporting** a proposal or **suggesting amendments** or **conditions** that will alleviate your concerns are just as important.

All comments should be based on fact and it is important to understand precisely what is being proposed and the potential impact this may have. Before making any comments make sure you have viewed the plans and discussed any queries with the planning/case officer. Plans can be viewed at the council offices or electronically on the website.

It is important to be precise and to the point when commenting. It can be tempting to cover a variety of matters, but including irrelevant or factually questionable points may mean that relevant issues are lost. All comments **must be submitted in writing**, either by hand or electronically, and may be made public as part of the planning application. Verbal comments are not accepted.

When a decision is made on a planning application, only certain issues can be taken into account. Hence, comments must be based on planning matters; these issues are often referred to as '**material planning considerations**'. These include:
- Local, strategic, national planning policies and policies in the local plan.
- Emerging new plans which have already been through at least one stage of public consultation.
- Pre-application planning consultation carried out by, or on behalf of, the applicant.
- Government and Planning Inspectorate requirements - circulars, orders, statutory instruments, guidance and advice.
- Previous appeal decisions and planning Inquiry reports.
- Principles of Case Law held through the Courts.
- Loss of sunlight (based on Building Research Establishment guidance).
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such).
- Overlooking and loss of privacy.
- Highway issues: traffic generation, vehicular access, highway safety.
- Noise or disturbance resulting from use, including proposed hours of operation.
- Smells and fumes.
- Capacity of physical infrastructure, e.g. in the public drainage or water systems.
- Deficiencies in social facilities, e.g. spaces in schools.
- Storage & handling of hazardous materials and development of contaminated land.

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[23] The Planning Pack, 2012, Development Management: consultation and commenting on planning applications, Planning Aid and RTPI: http://www.rtpi.org.uk/media/1645169/sheet_7_final.pdf.

- Loss or effect on trees.
- Adverse impact on nature conservation interests & biodiversity opportunities.
- Effect on listed buildings and conservation areas.
- Incompatible or unacceptable uses.
- Local financial considerations offered as a contribution or grant.
- Layout and density of building design, visual appearance and finishing materials.
- Inadequate or inappropriate landscaping or means of enclosure.

The importance attached to material considerations in reaching a decision is a matter of judgement for the decision-taker; however the decision-taker is required to demonstrate that in reaching the decision that they have considered all relevant matters. Generally greater weight is attached to issues raised which are supported by evidence rather than solely by assertion or opinion.

If an identified issue can be dealt with by means of a suitable condition then the Local Planning Authority is required to consider this rather than by issuing a refusal.

Non-Material Planning Considerations **-** issues that are not relevant to the decision include:
- Matters controlled under building regulations or other non-planning legislation e.g. structural stability, drainage details, fire precautions, matters covered by licences etc.
- Private issues between neighbours e.g. land/boundary disputes, damage to property, private rights of access, covenants, ancient and other rights to light etc.
- Problems arising from the construction period of any works, e.g. noise, dust, construction vehicles, hours of working (covered by Control of Pollution Acts).
- Opposition to the principle of development when this has been settled by an outline planning permission or appeal.
- Applicant's personal circumstances (unless exceptionally and clearly relevant, e.g. provision of facilities for someone with a physical disability).
- Previously made objections/representations regarding another site or application.
- Factual misrepresentation of the proposal.
- Opposition to business competition.
- Loss of property value.
- Loss of view.