

## **Consultation and Publicity of Planning Applications**

This document outlines the London Borough of Barnet's adopted policy and practice for consultation and publicity on planning applications; it also applies to applications in respect of high hedge complaints, reserved matters, listed buildings, conservation area consent, and for those to treat trees included in a tree preservation order.

Article 8 of the Town and Country Planning (General Development Procedure) Order 1995, as amended, specifies the minimum publicity to be given to a planning application and Articles 10 and 11 of the Town and Country Planning (General Development Procedure) Order 1995, as amended, specify the minimum statutory consultation on a planning application.

In effect the Local Planning Authority must allow 21 days from erection of site notice and / or notifying neighbours or consultees, and 14 days from publishing of a press notice, before determining a planning application.

Under article 19 the Local Planning Authority is obliged to take into account any representations made within the prescribed period and inform all respondents of a decision.

Circulars 15/92 and 9/95 provide guidance respectively on statutory publicity and statutory consultation.

The Planning Service's practice for publicity / consultation on planning applications was agreed by Planning and Environment Overview and Scrutiny Committee on 11 March 2003. This practice exceeds that required by the legislation.

The proposals contained in this document supplement the agreed practice by providing additional detail and clarification.

<b>Publicity for Applications</b>				
<b>Application Type</b>	<b>Press notice</b>	<b>Site notice</b>	<b>Neighbour</b>	<b>Website</b>
<b>1. Development with EIA (Environmental Impact Assessment)</b>	Y	Y	As for other category	Y
<b>2. Major – strategic</b>  e.g. <ul style="list-style-type: none"> <li>• 100 dwellings and above.</li> <li>• office, industrial or warehousing where floor area of 10000sq m or more</li> <li>• retail where floor area of 50000sq m or more</li> </ul> <b>- local</b>  e.g. <ul style="list-style-type: none"> <li>• 10 or more dwellings</li> <li>• office, industrial, retail or warehousing where floor area of 1000sq m or more</li> </ul>	Y	Y	Yd	Y
	Y	Y	Yc	Y
<b>3. Minor – strategic and telecommunications masts</b>  e.g. <ul style="list-style-type: none"> <li>• telecommunications masts.</li> <li>• certain industrial buildings where floor area of less than 1000sq m proposed and where impacts significant and widespread local</li> </ul> e.g. <ul style="list-style-type: none"> <li>• 9 or less dwellings</li> <li>• office, industrial, retail or warehousing where floor area of less than 1000 sq m</li> </ul>	Y	Y	Yc	Y
		Y	Yb	Y

<b>4. Listed Building</b>	Y	Y	Y external works only (a)	Y
<b>5. Conservation Areas</b>	Y	Y	Ya	Y
<b>6. Change of Use (involving no building works)</b>			Ya	Y
<b>7. Householder</b>			Ya	Y
<b>8. Others (not included above)</b>			Ya	Y
<b>8. TPO works</b>		Y	Y removals only (a)	Y

All planning applications will fall within one of the above categories and will be subject to publicity and consultation.

**Neighbour Notification:**

Neighbours will be consulted and invited to comment by letter as soon as practical after registration of application giving the deadline for comment 28 days from date of letter. Note the statutory period is 21 days; 28 day period allows for posting and receipt of comments.

The extent of notification will depend on type and nature of application.

**a. Properties directly adjoining the development site including:**

- those having a common boundary with the site.
- those properties directly opposite the development site where the development is fronting a road and the development will be substantially visible from those properties.

- Where properties sub-divided (eg flats) only those directly adjoining/opposite or within 4m of the boundary whichever is the greater.
- b.** Properties within 50m of boundary with the development site.
- c.** Properties within 100m of boundary with the development site.
- d.** Properties within 150m of boundary with the development site.

Additional neighbour notification may be undertaken in exceptional circumstances at the discretion of the Area Planning Manager who will confirm as soon as practical after receipt.

**Site Notice:**

Site notices will be erected as soon as practical after receipt of application but not later than 7 days. They will include the prescribed details, reference number, address to which comments should be sent and final date for receipt of comments, which is 21 days from erection.

In categories 2 and 3 (strategic) multiple site notices will be erected at appropriate locations otherwise only one will be erected as near as practical to the development site; all will be erected at points of public access, normally on lampposts.

**Press Notice:**

In accordance with the statutory requirements of Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 category 1, 2, 4, and 5 applications will be advertised in the Local Press. In addition category 3 (strategic) will be advertised in the Local Press.

The advertisement will specify the reason for the advertisement and allow 14 days for comments to be received.

**Internet:**

All planning applications will be published on the planning website as soon as practical after receipt.

**Statutory Consultation:**

Statutory consultation will be undertaken in accordance with the statutory requirements.

**Amenity Groups:**

Every effort will be made to consult relevant amenity groups on category 1 and 2 applications by letter providing 28 days from date of letter to respond.

**Internal Consultation:**

Other services and specialist teams within the Planning Service will be consulted on specific planning applications in accordance with the Service Level Agreement and/or Guidance for Referrals. Consultation will be by e-mail and link to on-line applications (once fully functioning) and consultation period is 21 days from when views sought.

**Representations**

All representations on a planning application, either of support or objection, received within the 28 day period will be summarised within the report on the application provided they relate to the planning merits of that application.

Where three or more objections in writing to a planning application are received within the prescribed period, and it is intended to approve that application, then it will be referred to the Area Planning Sub-committee.

All respondents will be informed of the decision on the planning application in writing.

For any Further Information please contact:  
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