

Local Development Framework

Revised Statement of Community Involvement

July 2011



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1. What is the Statement of Community Involvement?

1.1 Our Statement of Community Involvement (SCI) sets out how we will involve local people when we prepare our planning policies and consider planning applications.

1.2 **The SCI sets out:**

- what we involve the community on;
- when we will involve the community;
- how we will involve the community; and
- who we will involve.

Reviewing our SCI

1.3 Our first SCI was adopted in 2006. We needed to review it as the structure, functions and resourcing of our planning service were changed.

1.4 **The SCI review also takes into account:**

- the experience of people and organisations we have consulted and engaged with;
- the experience of the Council;
- changes to legislation and national policy;
- the need to involve the community in effective and efficient ways; and
- best practice in consultation from across the country.

1.5 Following consultation and engagement on this draft Statement of Community Involvement, we will consider the comments we receive and amend, and then adopt, our revised SCI.

Why is planning important?

1.6 Planning directly affects our physical environment - where we work, live and spend our leisure time. In doing so it also influences our quality of life and general well-being.

1.7 Through planning, we can preserve the best of what already exists in our surroundings, make sure that new buildings are designed to a high standard and ensure that the right uses are in the right place. Planning also helps to secure facilities such as affordable housing and open space.

1.8 By getting involved and having your say when we prepare our planning policy documents, and on specific planning applications, you can help to shape the way your local environment looks and works.

The relationship of the SCI with other council strategies

- 1.9 The Statement of Community Involvement is part of the Council's Local Development Framework - the group of documents that set out our planning policies. It is closely linked to all our planning policy documents as we must involve the community in their preparation in line with the SCI.
- 1.10 The SCI is also linked to the Council's community strategy - Camden Together. One of the main aims of the strategy is "Enabling people to take an active part in stronger local communities".



2. Our principles for involving the community

The benefits of involving the community

- 2.1 Local communities are those that are most affected by development in their areas and are also those who know the most about their neighbourhood. There are many benefits to involving local communities in considering planning applications for their area, as well as in plans for the locality and the borough. These include:
- benefiting from the detailed local knowledge, expertise and perspective of local people, organisations and community groups;
 - greater support for policies, strategies and decisions;
 - community commitment to the future development of their area; and
 - improving the quality of life, and of the built and natural environment, within Camden.

Our consultation principles

- 2.2 Our consultation board has published guidelines for each consultation we hold. The board publishes a consultation forward plan and encourages good practice and evaluation of consultation exercises. The board also coordinates consultation activity across each council department. Our Statement of Community Involvement consultation is consistent with our council-wide consultation guidelines and is drawn up within the following general principles:

Camden's general principles of consultation

We will:

- be clear about the aims and scope of the consultation before starting a consultation exercise;
- reduce duplication and waste by coordinating consultation internally, and, where possible, across local organisations;
- give clear information on both the purpose of the exercise and the issue under consideration;
- wherever possible, give enough time for people to be consulted;
- help local people to be involved by consulting them in a variety of ways using a variety of mediums, and by ensuring appropriate access arrangements are in place;
- keep records of consultations;
- publish responses, give feedback to participants and use the results to inform policy and service development; and
- evaluate and monitor consultation.

Our approach to involving the community on planning

- 2.3 In addition to the council-wide principles above, we want to ensure local communities are better informed about planning and more involved in delivering the planning service.
- 2.4 **To achieve this we aim to follow these additional principles:**
- be inclusive in consultation so that a good range of views of those who live and work in the borough are obtained;
 - be open about the constraints imposed by regulations and already agreed policy;
 - be realistic about the opportunities for change in any consultation;
 - give feedback to comments made in consultation;
 - be clear and helpful in guiding people through the planning process;
 - be transparent in the way planning decisions are carried out;
 - promote the use of electronic methods of consultation including email and the Council's website to make involvement easier, quicker and more cost effective;
 - use consultation methods that are appropriate to the stage of the planning process, the issues being considered and the community involved; and
 - seek views at the earliest possible stages and throughout the planning process.
- 2.5 Our planning and regeneration service's consultation practice meet our legal requirements for consultation on plan making and planning decisions. We will review, and, wherever possible, seek to improve how we consult and involve the community, subject to the availability of resources and other relevant considerations.

Who we will seek to involve

- 2.6 We want to know the opinions of the people who live in the borough, as well as the views of those who work in and visit Camden. The groups we will involve in planning matters include:
- our residents;
 - organisations whose activities affect life in the borough - such as the police, the health service and the Mayor of London;
 - conservation area advisory committees;
 - tenants and residents associations;
 - voluntary organisations;
 - organisations that represent the interests of specific parts of the community - for example, in terms of ethnicity, nationality, faith, age, disability, sexuality and gender;
 - developers and landowners; and
 - businesses and business partnerships.

How we will engage hard to reach and previously under-represented communities in planning

- 2.7 We want to make sure that everyone has an equal opportunity to make their views known about how their community is planned and developed. However, we recognise that the planning system can be difficult to understand and that this means some people may find it hard to get involved.
- 2.8 We will seek to involve those who don't normally get involved in planning, for example by using existing groups and forums, such as Camden Talks, the Mobility Forum, Multi Faith Group and the Lesbian Gay Bisexual Transgender Group. As part of this, where appropriate, we will identify issues that may be of interest to specific groups in the community.
- 2.9 **We will:**
- advertise and explain the use of email alerts in neighbour notification letters, web news articles and mailings to targeted groups;
 - establish contact with key groups to raise awareness of changes to current planning consultation processes including members of hard to reach groups;
 - support users in switching to electronic consultation methods through training sessions delivered within the community; and
 - improve the accessibility and ease of submitting comments using the planning pages of the Council's website.
- 2.10 **We will also:**
- hold events at accessible times and locations;
 - provide information that is concise and easy to read and that complies with the Council's standards, **including making translated, large print and audio versions available.**
- 2.11 We will review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback and satisfaction survey responses.



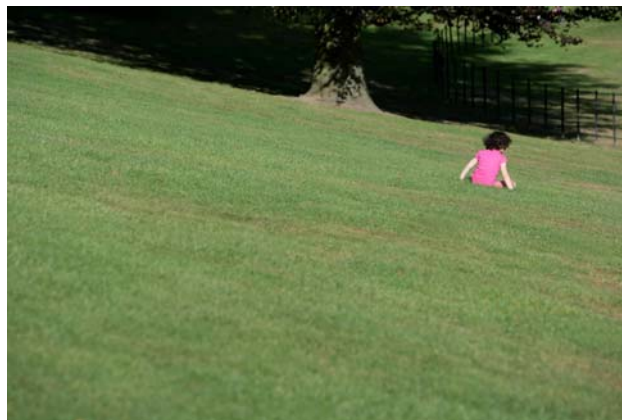
3. How we will involve the community in preparing our planning policies

3.1 We produce a range of planning policy documents which make up our Local Development Framework (LDF). This sets out our strategy, policies and guidance for managing growth and development in Camden.

3.2 **The LDF includes the following planning policy documents:**

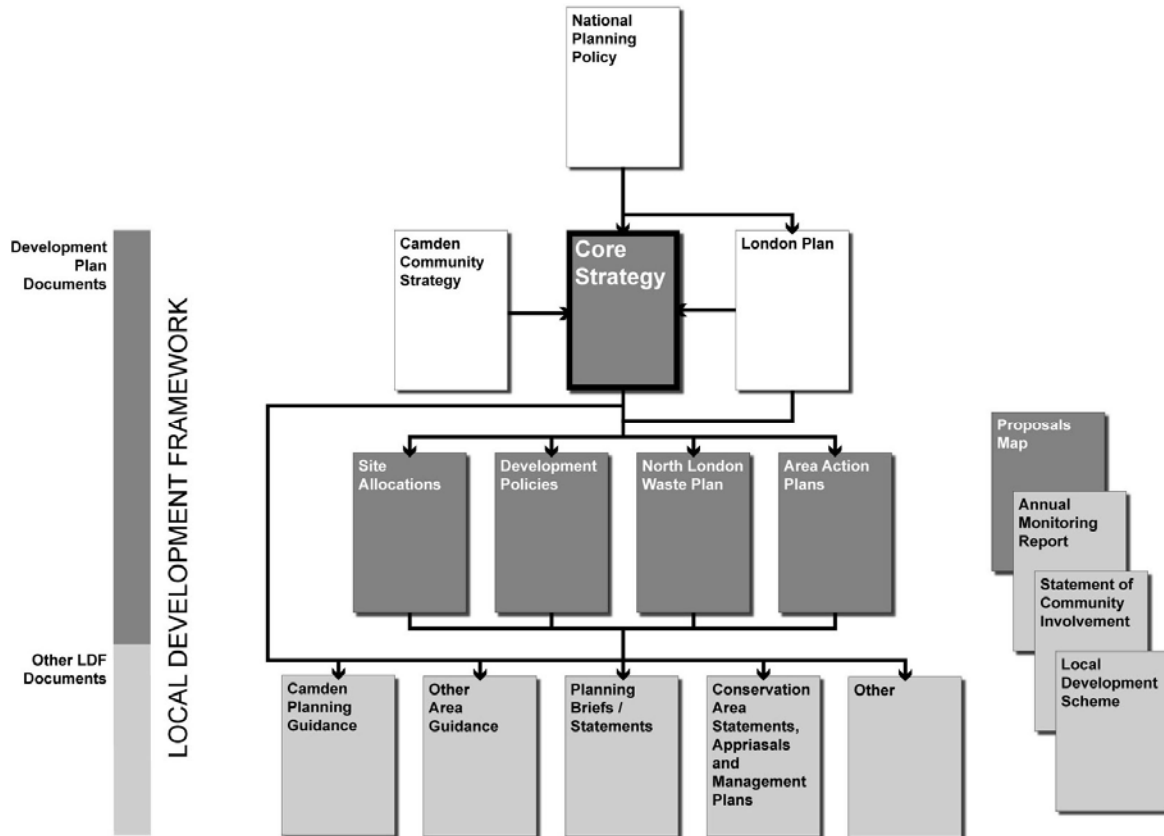
- Core Strategy - sets out the key elements of the Council's planning vision and policies;
- Development Policies - sets out additional planning policies that will be used when making decisions on planning applications;
- Site Allocations - sets out our proposals for sites that are expected to experience significant development;
- Area Action Plans - set out a detailed framework for areas with significant development pressure or change;
- Supplementary planning documents - provide detailed guidance on how our planning policies will be implemented for specific topics;
- Planning briefs - provide detailed guidance on how our planning policies will be implemented for specific sites or areas;
- Conservation Area Appraisals and Management Plans - set out what defines the special character of each conservation area, and our approach to their preservation and enhancement;
- Local Development Scheme - sets out our timetable for producing LDF documents; and
- Annual Monitoring Report - assesses the performance of the LDF documents by considering their performance against a set of indicators.

This Statement of Community Involvement is also part of our LDF.



3.3 The diagram below sets out the documents that make up our Local Development Framework:

The Local Development Framework (LDF)



Stages in the preparation of plans

3.4 There are two main types of planning policy documents. The most important - **development plan documents** (or DPDs) - make up the ‘development plan’ for the borough, the starting point for our planning decisions. Our decisions have to be in line with the development plan unless indicated otherwise by other important matters (sometimes known as ‘material considerations’). Our Core Strategy, Development Policies, Sites Allocations and Area Action Plans are examples of this type of plan, which have to be prepared in accordance with planning law and regulations.

3.5 **Supplementary planning documents** (or SPDs) are the other type of planning policy documents. They do not have as much weight in decisions as development plan documents but play an important role in giving more information and detail on how our planning policies will be applied. Examples of this type of planning policy document are planning briefs and our Camden Planning Guidance documents.

3.6 The process we have to follow when preparing these planning documents is set out below. The main opportunities for community involvement at each stage are highlighted. The stages are in accordance with the Town and Country Planning (Local Development Framework) (England) Regulations and amendments.

Stages in the preparation of a development plan

Stage	Opportunity to get involved
Pre-production evidence gathering and stakeholder involvement	Research and evidence gathering to underpin the plan may involve consultation with relevant stakeholders.
Public participation in the preparation of the plan (Regulation 25)	This is a widespread process which may involve more than one stage of consultation depending on the document and the nature and scale of issues involved. Formal consultations will run for a minimum of six weeks.
Publication and submission of plan to the government (Regulations 27 and 30)	Statutory six-week period for parties to submit comments on the ‘soundness’ of the plan prior to submission to the government.
Examination of the plan by a Planning Inspector (Regulation 34)	The examination includes consideration of the comments received during the previous stage. Those who responded may be invited to attend an examination hearing by the Inspector. Relevant consultees and those who asked will be notified of the examination.
Publication of the Inspector’s recommendations (Regulation 35)	The Inspector’s recommendations are currently binding on the Council so there is no opportunity for further amendments or community involvement.
Adoption of the plan by the Council (Regulation 36)	This is the final stage where the plan is formally adopted by the Council.

Stages in the preparation of a supplementary planning document

Stage	Opportunity to get involved
Initial consultation and engagement (Regulation 17)	This may involve a range of different consultation and engagement activities depending on the topics and scale of the SPD.
Public consultation on the draft supplementary planning document (Regulation 18)	Statutory four to six week period for parties to submit representations. We will advertise the consultation in a local newspaper.
Adoption of the supplementary planning document by the Council (Regulation 19)	This is the final stage where the plan is formally adopted by the Council.

Who we will involve when we are preparing our planning policies

3.7 We are required to consult a set of specific consultees (these are set out in Annex 2). We are also required to seek views from a range of other consultees who are relevant to the document being prepared. These may include:

- amenity groups;
- tenants/residents associations;
- businesses based in the borough;
- infrastructure providers;
- organisations that represent the interests of specific parts of the community;
- land owners; and
- anyone else who has requested to be involved.

3.8 We maintain a database of people and organisations who wish to be informed about opportunities to be involved in, and progress on, the preparation of our planning policies. Please email ldf@camden.gov.uk if you would like to be added to our database.

How we will involve the community in preparing policies

3.9 The ways that we may use to involve the community in the production of planning policy documents are set out in the table below.

3.10 **The methods we use at any particular stage will depend on:**

- the appropriateness of the method for that particular consultation;
- the nature of topic being considered;
- the geographic coverage of the document;
- the stage of the planning process reached;
- the need for specialist knowledge; and
- the availability of resources.

Ways of involving the community in preparing planning policies

Method of involving the community	Explanation
Website	All and planning policy documents, consultations and supporting information will be available on our website. We may also use the website for online comment forms, questionnaires and feedback.
Email	We will use emails as our main method of communication. Emails may include information on consultations, responses, the stage of preparation reached, adoption and general updates.
Letter	Letters will only be used where electronic communication is not possible.
Local press	We are required to advertise certain consultations and stages of plan preparation in the local press. The adverts will contain a short summary and let you know where you can find more information.
Meetings	We may meet with groups and organisations relevant to the document being prepared. We may also hold public meetings where individuals can contribute their thoughts.
Attending group meetings	We may offer to attend meetings which are held by existing groups to discuss, clarify or explain issues or documents.
Workshops	Workshops and facilitated events may be appropriate to discuss issues in detail and ensure that a range of people have a chance to express their concerns.
Exhibitions	Exhibitions may be used to explain specific proposals and, when staffed, are useful for clarifying our approach and generating feedback.

Method of involving the community	Explanation
Citizens' panel	The Council's citizens' panel includes a cross-section of Camden residents. This can be used to provide views on a planning policy document or topic using various methods, e.g. online and postal surveys, focus groups or online discussions. You can find out more about our citizens' panel at - Camden Talks
Targeted meetings	It may be necessary to arrange meetings with groups who do not normally respond to planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level.

How we will use the results of consultation and engagement

- 3.11 When a consultation ends we will consider the comments we have received and prepare a revised version of the policy document. We will also produce a consultation statement, which will set out:
- who was consulted;
 - how they were consulted;
 - a summary of the main issues raised in the comments; and
 - how the comments have been taken into account.

The summary will be published on our website alongside the consultation documents.

Adoption of planning policies

- 3.12 Once we have followed the steps in the tables on pages 10 and 11, the policy document will be formally adopted by the Council. Development Plan Documents must be adopted by Full Council. Supplementary Planning Documents will be adopted by the Cabinet.

Sustainability Appraisal

- 3.13 The Council is required to carry out a Sustainability Appraisal for some of the planning policy documents listed above. A Sustainability Appraisal (SA) assesses how a plan meets environmental, economic and social objectives. It is intended to improve the planning system's ability to promote sustainable development. We will consult relevant stakeholders on the 'scope' of the appraisal prior to its start. We will publish the Sustainability Appraisal alongside the planning policy document it appraises and invite comments on

it. A final Sustainability Appraisal will be published before the policy document is adopted by the Council.

Where you can see our planning policy documents

- 3.14 All planning policy documents and consultation material will be made available on our website, to view and download visit camden.gov.uk/planning
- 3.15 Where we have printed copies of our documents they will be available for inspection at the town hall extension reception. A number of documents are available to purchase by contacting the customer service team 020 7974 5613.



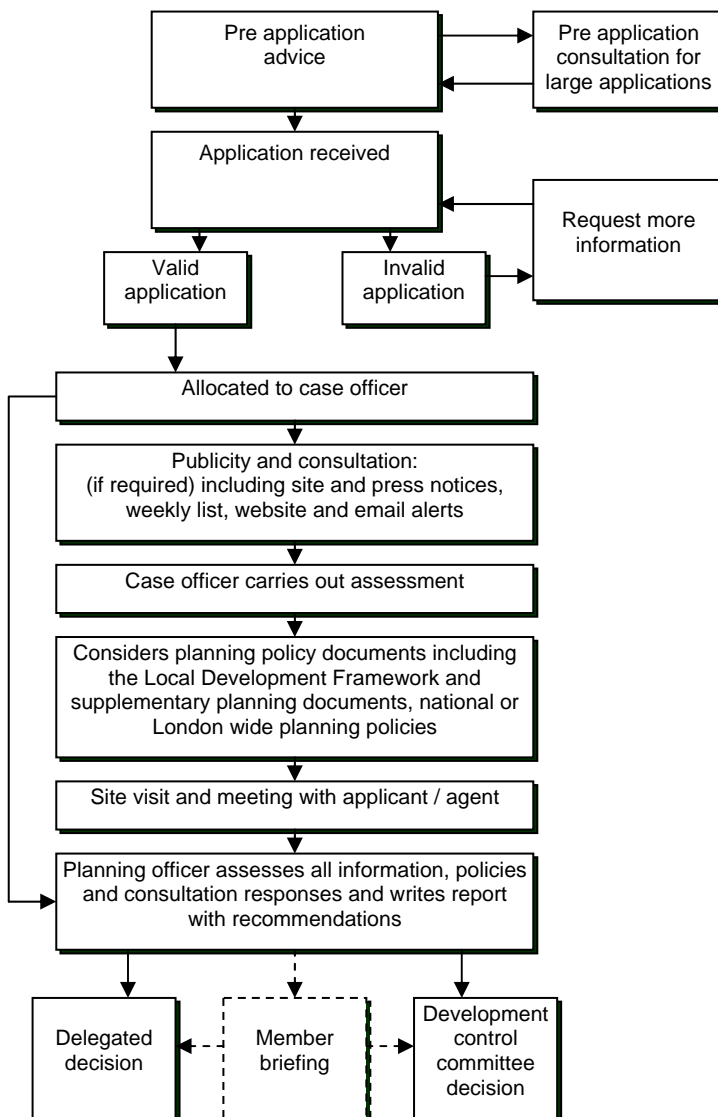
4. Involvement in planning applications

The planning application process

4.1 The Council considered over 3,500 applications in 2009/10. As well as applications for development and changes of use, these include listed building applications, conservation area consents and advertisements.

4.2 The planning application process is shown in the chart below:

The planning application process



Who makes decisions on planning applications?

4.3 The Council makes decisions on applications, taking into account the advice of planning officers, the development plan and other relevant material considerations. There are two ways in which applications can be determined:

- delegated powers; and
- Development Control Committee.

4.4 Most smaller-scale proposals where no relevant planning objections have been received and most refusals of permission can be decided by powers delegated by the Council to the Director of Culture and Environment.

4.5 The consultation arrangements and application of planning policy is the same whichever route is chosen.

Pre-application discussions with applicants

4.6 Most applications can benefit from having planning advice before they are submitted. Pre-application discussions provide greater certainty and clarity to an applicant by identifying planning issues and requirements at an early stage, when they can influence the scheme before its submission.

4.7 Sometimes pre-application advice is given informally by the Duty Planner but, for larger schemes, applicants are given more formal advice, for which there is a charge. Discussions at the beginning of the process also helps make local consultation clearer and easier for all. As part of this service, the Council informs developers of relevant local amenity and residents groups, key stakeholders and Conservation Area Advisory Committees that the developers ought to contact before the application is submitted.

Pre-application consultation

4.8 We strongly encourage pre-application advice and pre-application consultation for major, or potentially controversial, proposals. Pre-application consultation provides an opportunity for local communities and stakeholders to raise any issues directly with the applicant and influence their proposals.

4.9 The suitability of a development for pre-application consultation will normally be identified during pre-application discussions with the Council. It will usually be appropriate for schemes where:

- the proposals are likely to have a significant impact on the environment or on the local community, and
- the nature of the development is likely to attract significant local interest.

However, we cannot require a developer to undertake pre-application discussions or pre-application consultation.

4.10 At the beginning of the pre-application consultation process we expect the applicant / agent to agree the extent and type of pre-application consultation with us to make sure that the consultation process proposed is suitable.

4.11 Where pre-application consultation is carried out, applicants should prepare a report summarising the type of consultation carried out, the key issues raised and how the scheme addresses these issues.

Development forums

- 4.12 A development forum is a public meeting organised by the Council at the pre-application stage which brings together interested parties to comment on planning proposals for major schemes or those likely to be of significant local interest. Developers can present their proposals in public before they make a formal application.
- 4.13 The forum does not replace the Council's formal consultation process on applications, but aims to raise local awareness of a scheme at an early stage. Local residents, businesses and groups are able to ask questions and make comments before the proposal is finalised prior to submission to the Council.
- 4.14 The Council expects that development forums will be carried out at the expense of the applicant/developer.

Our approach to planning obligations

- 4.15 In some circumstances we will not reach a decision on an application until the applicant has entered into a planning obligation (also sometimes known as a section 106 agreement). This is a legal agreement between the owners of the application site and the Council. They normally deal with how a development will be carried out or the provision of new or improved infrastructure, community services or facilities.
- 4.16 A planning obligation could relate to the provision of affordable housing; community meeting facilities; sports and leisure facilities, highways and street works; the requirement for local procurement of goods and services and employment and training.
- 4.17 The negotiation of individual agreements will be carried out by Council officers. You can find an explanation of the nature and type of planning obligations we may require in the part of our Camden Planning Guidance on planning obligations, which has also been the subject of consultation with the community. This sets out our approach towards the collection of contributions with identified priorities.
- 4.18 Through consultations at pre-application stage and as part of the consideration of planning applications, the local community and key stakeholders can also give their views on the content of planning obligations. These may be taken into consideration when the Council determines the application.

Planning performance agreements

- 4.19 We strongly encourage a collaborative approach to important developments through the use of Planning Performance Agreements (PPAs) for 'major' developments (that is, of 10 or more homes or 1000 square metres or more of commercial floorspace).

- 4.20 A PPA is a project plan or process map agreed by a developer and the Council at the beginning of discussions on a scheme which helps to ensure the effective processing of the planning application. It sets out the commitments of both parties in relation to:
- gathering information;
 - considering options;
 - formulating design proposals; and
 - the scope of planning obligations.
- It would also include a community engagement strategy. There is more information on PPAs in our Planning Service Charter which is available on our [website](#).

How we will let you know about planning applications

- 4.21 We are required to publicise most planning applications. This gives people the opportunity to express their views on the proposals. Minimum requirements for how people are notified of planning applications are set down in legislation and explained in the table below.
- 4.22 We will use the following methods to notify the community about planning applications:

Notification methods for planning applications

Notification method	Statutory?	Comment
Website email alerts	No	You can subscribe to receive planning application email alerts either by property(s) or ward. The email alert contains details of proposals and information on how to view and comment via the Council's website.
Site notices	Yes *	These are displayed in a public place at or near the application site. They contain details of the proposal, where plans can be viewed and the name of a contact officer dealing with the application. One or more notices may be displayed depending on the size and location of the proposed development. The notice is displayed for 21 days.

Notification method	Statutory?	Comment
Letters	Yes *	Letters are sent to occupiers within the same building as the proposed development and to adjoining neighbouring properties which are contiguous [touching a boundary] to the application site.
Website	Yes	Camden's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria, track the progress of applications and submit comments online.
Weekly list of applications	No	A copy of the list of applications we have received in a particular week is published on the website and remains there for four weeks.
Press notice	Yes	A notice is placed every week in a local newspaper for the following types of applications: <ul style="list-style-type: none"> • major applications • listed building consent • developments affecting the character or appearance of a conservation area • applications accompanied by an Environmental Impact Assessment (EIA) • departures from the development plan

* - the statutory requirement is for either a site notice or letter

- 4.23 We will not consult on the following types of applications, for which there is no statutory requirement to consult:
- certificates of lawfulness of proposed use or development;
 - certificates of lawfulness of existing use or development;
 - internal alterations only to a Grade II listed building;
 - advertisements;
 - approval of details (exceptions are details for conservation area consents and external works to any listed building);
 - revisions to planning applications once valid; and
 - 'non-material' amendments.

Who we will involve

- 4.24 In deciding how and who to consult on a planning application we take the following into account:
- regulations about statutory consultation - these may require us to consult with some of the statutory consultees listed in Annex 1;
 - the type of application - this may make it appropriate to consult with the relevant conservation area advisory committee; and
 - who is directly affected by the application - we consider 'directly affected' to mean adjoining neighbouring properties which are contiguous [touching a boundary] to the application site and occupiers within the building to which the application relates.
- 4.25 There is no statutory requirement to consult local civic and amenity societies and residents' associations but we recognise that they are interested in applications in their area and are a continuing source of advice on planning and other applications. In order that these groups are made aware of planning applications, we will promote the use of the email alert facility.
- 4.26 The standards and methods we use to notify people about different types of planning application are set out below.

Consultation standards for planning applications

Type of development	Site notice	Letter to occupier	Press advert	Email to CAAC*	Notes
Planning applications involving extensions and alterations which affect the character of a conservation area (such as changes of use, shop front alterations, alterations to boundary walls)	Yes	Yes	Yes	Yes	The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates.
Listed Building Consent applications including approval of details involving extensions or alterations to the external appearance of a listed building (all Grades) and internal alterations only to Grade I and II* buildings.	Yes	Yes	Yes	Yes, if the site is in a CA	The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates.

Conservation Area Consent for works of demolition in a conservation area	Yes	Yes	Yes	Yes	The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates.
Planning applications (which fall outside other categories)	Yes [see note 1]	Yes [see note 2]	no	no	1. Site notice will additionally be displayed where proposals have a wider impact on the street 2. The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates unless not directed affect by proposal.
Applications for time extensions (renewals) to existing planning permissions	Yes if in CA [see note 1]	Yes [see note 2]	Yes if in CA	Yes	1. Site notice will additionally be displayed where proposals have a wider impact on the street. 2. As per original permission unless not directly affected.
Planning applications for variation or removal of conditions attached to a previous approval	Yes if in CA [see note 1]	Yes	Yes if in CA	Yes if in CA	1. Site notice will additionally be displayed where proposals have a wider impact on the street. The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building if directly affected by the application relates.

Telecommunications prior approval	Yes	No	Yes	Yes if in CA	Site notices are considered to be a more effective way of community engagement as the impact of telecommunications is greater over a larger area
Application covered by an Environmental Statement	Yes	Yes	Yes	Yes, if in CA	The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates
Application which is a Departure from the Development Plan	Yes	Yes	Yes	Yes, if in a CA	The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates
Planning appeals (excluding householder appeals)	Yes	Yes			(i) The letter sent to occupiers of adjoining properties with boundaries which touch the application site [contiguous] and occupiers within the same building to which the application relates (ii) the letter sent to all those who commented on the application the subject of the appeal.
Planning applications made to regularise a situation after enforcement investigations.	Yes				The person(s) whose complaint has led to the enforcement investigation will receive a letter and any other consultations that would normally be required in connection with the type of development that is the subject of the application.

Enforcement notice appeals	Yes				The person(s) whose complaint has led to the enforcement investigation will receive a letter.
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* CAAC - conservation area advisory committee CA – conservation area

How we will use comments and give feedback

- 4.27 We will acknowledge all comments received. We will also notify everyone who made a comment of the following:
- any committee date for considering the application where decisions are to be made by the Development control committee; and
 - the decision made.
- 4.28 For the planning officer to take comments into account when considering an application, the comments must relate directly to the actual application (known as ‘material considerations’). There is advice and guidance about making relevant comments on our website.
- 4.29 We must allow 21 days from the consultation start date for responses to be received. A decision cannot be made until after the 21 days consultation period. Comments received after that time will only be taken into account if no decision has been made on the application.
- 4.30 When considering an application, the planning officer will take the comments into account, together with the Council’s planning policies, the Mayor’s London Plan and government advice.
- 4.31 A copy of the officer or committee report and the decision letter are published on our website. The officer will include a summary of comments received in the report.



5. Resources and review

How will we resource community involvement?

- 5.1 Undertaking consultation is an integral part of the work of the planning and regeneration service but it is also resource intensive. There are direct costs in terms of resources and staff time. The service may also bring in consultation specialists to supplement the skills of planners in undertaking consultation where appropriate.
- 5.2 What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets based on the current resources available to the service.
- 5.3 We will aim to use the most cost effective methods of consultation, and where possible will work with others to coordinate consultations where we can.

Reviewing the Statement of Community Involvement

- 5.4 As stated in paragraph 2.11 we will review the effectiveness of our engagement methods through the monitoring and analysis of customer feedback and customer satisfaction survey responses.
- 5.5 In addition, at all times we welcome comments on how we carry out our planning consultation and how the planning process is operated in Camden.
- 5.6 The results of the monitoring and evaluation of the Statement of Community Involvement will be included in our Annual Monitoring Report and any action that needs to be taken will be identified. We will consider changes to the Statement of Community Involvement in the light of the feedback and surveys mentioned.

In considering the review of the Statement of Community Involvement we will take into account:

- the experience of people and organisations consulted;
- the need to change the types of group consulted;
- the experience of the Council; and
- best practice in consultation from across the country and the need to change the way we involve the community.

6. Where you can get more help

Online

You can get more information and advice on our website camden.gov.uk/planning

This includes:

- information on the planning application process;
- our adopted planning documents;
- information on consultation and engagement on planning policy documents; and
- access to planning application documents and planning history.

Duty planner

Our duty planner is available by appointment at the Town Hall extension to answer your planning questions and give general advice. You can find out how to make an appointment to see the duty planner on our website.

You might also find the following useful:

The Planning Portal

The Planning Portal is the Government's online planning and Building Regulations resource for England and Wales. It provides information on plans, appeals, applications, contact details and research areas.

planningportal.gov.uk

Royal Town Planning Institute (RTPI)

The RTPI aims to advance the science and art of planning for the benefit of the public.

rtpi.org.uk

The Handy Guide to Planning

This provides a simple guide to what planning is, how the planning system works and how you can get involved -

http://www.urbanforum.org.uk/files/ufpublic/handy_guide_to_planning_2006_06.pdf



Appendix 1 - Statutory consultees for planning applications

The bodies that we have to consult on relevant planning applications are:

- British Waterways
- Commission for Architecture and the Built Environment
- Civil Aviation Authority
- Department for Transport
- Environment Agency
- English Heritage
- Garden History Society
- Health and Safety Executive
- Highways Agency
- other Local Planning Authorities including Greater London Authority and Local Highway Authority
- Natural England
- National Amenity Societies (6) including Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings, the Victorian Society and Twentieth Century Society
- National Air Control Transport Services and Operators of Officially Safeguarded Civil Aerodromes
- Rail Network Operators
- Sport England
- Theatres Trust

Most of the statutory consultation requirements are contained in the Town and Country Planning (Management Procedure) (England) Order 2010, (SI No. 2184 (1/10/10)). However, some bodies are required to be consulted under other legislation.

Appendix 2 - Statutory consultees for planning policy documents

In accordance with the Town and Country Planning (Local Development Framework) (England) Regulations 2004 and amendments, PPS12 and the [Plan Making Manual](#), the bodies that we have to consult are:

- the Mayor of London;
- a relevant authority, any part of whose area is in or adjoins the area of the local authority, such as:
 - a local planning authority,
 - a county council,
 - a parish council,
 - a police authority;
- The Coal Authority;
- Environment Agency;
- English Heritage;
- Natural England;
- the Secretary of State for Transport - in relation to functions concerning railways by virtue of section 1 of the Railways Act 2005 (in cases where the plan affects rail provision projects, national rail projects, such as High Speed 2 or Crossrail, and/or the local Network Rail office) and the Secretary of State's function as highway authority by virtue of section 1 of the Highways Act 1980 (the Highways Agency);
- a regional development agency whose area is in, or adjoins, the area of the local authority;
- any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local authority;
- any of the bodies from the following list who are exercising functions in any part of the area of the local authority:
 - Primary Care Trust;
 - person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
 - sewage undertaker;
 - water undertaker;
- Homes and Communities agency.