

Draft Statement of Community Involvement

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1. Introduction

- 1.1. The City of London Corporation is the local planning authority for the City of London. This means we are responsible for deciding planning applications and writing the Local Plan ([City Plan](#)) for the City of London. We also produce other planning documents and carry out other work related to the planning system.
- 1.2. This document is our Statement of Community Involvement (SCI). It sets out how we will engage with ~~all of the City's communities and stakeholders~~ ~~the public, developers, and other interested people~~ in the planning process and ensure consultations are effective, inclusive and open and accessible for everyone.
- 1.3. The SCI sets out our approach to public consultation in two areas of planning:
 - **Plan Making.** The City Corporation prepares plans and policies that shape the City and guide its planning decisions. ~~The public~~ ~~Stakeholders and all of the City's communities~~ are integral to how these plans and policies are prepared and are involved throughout the preparation of these policies.
 - **Planning Applications (Development Management).** The City Corporation decides a range of applications, including those for planning permission, listed building consent and advertisement consent. An important part of the development management process is to provide advice and information and to seek and hear the views of all of those with an interest in proposed development.
- 1.4. The SCI sets out the standards of consultation and engagement that the City [of London](#) Corporation aims to achieve in performing its statutory planning function [as a local planning authority](#). It is intended to provide a clear explanation for how and when stakeholders will be involved in the preparation of planning policies and in the determination of planning applications.
- 1.5. The City Corporation have also prepared a developer engagement guidance document, available on our website, that provides guidance for developers on how they should engage with City communities from the earliest stages of a development through to completion.
- 1.6. The City Corporation will update this SCI at least every five years.

2. Principles of Engagement

- 2.1. The City Corporation's consultation and engagement is guided by the following principles. We expect developers and agents to follow the same principles in undertaking consultation on development schemes.
- 2.2. **Accessibility:** our documents will use plain English. Technical jargon will be avoided wherever possible. Where technical language is unavoidable, we will explain what it means. We will ensure that consultations are accessible to all in a range of different formats, including large print or audio format, where required.
- 2.3. **Inclusivity:** the City Corporation aims to ensure that there is fair and equal access for all to the planning process. We will proactively engage with all groups in a way that suits their needs. ~~Participants~~ **Stakeholders** will be able to express their views free of judgement with knowledge that their contribution will be considered in decision making.
- 2.4. **Variety of methods:** the City Corporation will use a range of methods for consultation, adjusting processes according to the audience, where possible. We will always be open to new ways and methods for participation.
- 2.5. **Clear and informative:** ~~participants~~ **stakeholders** will be provided with all the information they need when they are consulted so that they can offer informed views. This includes the consultation aims, methods to be used and the timetable for responding.
- 2.6. **Proportionate scale and time:** we will tailor the consultation to fit the ~~the scale of the consultation will be proportionate to the~~ scale and impact of the ~~decision following the consultation proposal~~ decision. Where we are consulting on several documents, consultation periods and closing dates will be co-ordinated as far as practical.
- 2.7. **Early engagement:** the stages of consultation will be planned and timetabled before consultation begins. We will publish, and keep up to date, a Local Development Scheme outlining the timetable and process for the preparation of planning policy documents. We will also publish developer engagement guidance, setting out the principles, processes, and methods that developers and agents should use to engage with local communities at an early stage of ~~the~~ design of ~~the~~ development.
- 2.8. **Continuous engagement:** we will endeavour to engage on a continual basis but may be limited by statutory consultation processes and timescales set out in legislation. Where time limits exist, these will be clearly set out in consultation material and on the City Corporation's website.
- 2.9. **Feedback:** We will acknowledge the receipt of all comments on planning policy consultations. Following consultation on policy documents, we will publish a report outlining the comments received and how these have been taken into account in taking the policy documents forward. Comments received on planning applications will be considered in determining applications. Committee

Reports to the Planning Applications Sub-Committee will set out how these comments have been considered. Comments will be included in an appendix to the Committee Report and published on the City Corporation's website.

Digital Engagement

- 2.10. The City Corporation is committed to improving consultation techniques to reach out to all of the City's communities.
- 2.11. We are investigating whether an online digital consultation platform could be used to enhance consultation, its accessibility and inclusivity. Initially, such a platform could provide a variety of means by which [City communities stakeholders](#) can participate in planning policy consultations and provide an opportunity for feedback on consultation outcomes.
- 2.12. The City Corporation currently uses an interactive 3D modelling platform which demonstrates the impact of buildings on their surroundings and can assist in making more informed evaluations. We will look to enhance this technology, including its wider availability [to all interested stakeholders](#), to make it easier for local communities to understand the impacts of planning policy and planned development.
- 2.13. The [City of London's Corporation's](#) Environment Department provides quick response (QR) codes on planning application site notices. These are barcodes that can be used via a smart device camera as a quick and easy means to access information on planning applications.

3. Plan Making

Introduction

- 3.1. The City Corporation has a statutory duty to prepare planning policies that shape the development of the City. These policies ensure that planning is co-ordinated with the City Corporation's Corporate Plan and wider plans and strategies and provide the basis for decisions on planning applications.
- 3.2. The key planning policy documents prepared are:
 - **City Plan:** this is the City Corporation's Local Plan. It contains the City Corporation's vision for planning the City and includes strategic and Development Management policies.
 - **Supplementary Planning Documents (SPDs) and Planning Advice Notes (PANs):** these explain the policies of the City Plan in more detail where this is needed.
- 3.3. A list of the policy documents and the timetable for their preparation is set out in the Local Development Scheme, which is available on the City Corporation's website. This is regularly reviewed to keep it up to date so that [the public stakeholders](#) are aware of the opportunities to participate. We will also publish a City Plan [Newsletter/Bulletin](#) on the website from time to time, providing updated information on planning policy preparation.
- 3.4. The City Corporation will consult and engage [the City's communities stakeholders](#) throughout the preparation of all planning policy documents. Planning legislation sets out minimum requirements for consultation and we will seek to exceed these requirements where possible.

Who is Consulted on Planning Policy Documents?

- 3.5. In preparing planning policy documents the City Corporation must meet a range of statutory responsibilities, in terms of who and how it consults.
 - **Duty to Co-operate:** this is a legal duty on local planning authorities and other public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters. These public bodies are set out on the City Corporation's website.
 - **Statement of Common Ground:** as part of the wider Duty to Co-operate, strategic policy-making authorities, including the City Corporation, have a separate statutory requirement to co-operate with each other, and other [public](#) bodies, in the preparation of strategic planning policy. These authorities should produce, maintain, and update one or more statement(s) of common ground, throughout the plan-making process. A [Statement of eCommon gGround](#) is a written record of the progress made by strategic

policy-making authorities during the process of planning for cross-boundary matters. It documents where effective co-operation is and is not happening and is a way of demonstrating at examination that plans are deliverable over the plan period and based on effective joint working across local authority boundaries.

- 3.6. The City Corporation will meet these statutory requirements and prepare and agree Statements of Common Ground where relevant and publish these, along with an annual report on how it has met the Duty to Co-operate, on the City Corporation's website.
- 3.7. Separately, the City Corporation is required by legislation to consult a range of ~~stakeholders individuals and organisations~~. These are defined in national regulations and comprise:
 - **Specific consultation bodies:** statutory authorities such as neighbouring boroughs, the Mayor of London, government agencies and utilities providers;
 - **General consultation bodies:** including interest and amenity groups, residents' associations, property, trade and business associations, voluntary organisations whose activities benefit the City and bodies that represent issues of race, ethnicity, gender, age, sexual orientation, disabilities and those with caring responsibilities; and
 - Residents, businesses and landowners located in the City.
- 3.8. A full list of the specific and general consultation bodies is available on the City Corporation's website at:
<https://www.cityoflondon.gov.uk/services/planning/planning-policy/other-planning-policy-documents>

Consultation Techniques

- 3.9. The tables below provide further information on how we will consult during formal public consultation on the City Plan, other local planning policy documents and the Community Infrastructure Levy (CIL). An engagement strategy will be produced, setting out how and when engagement will take place.
- 3.10. All consultations will be conducted to provide equal and inclusive access to information, ensuring documents are available in accessible and inclusive formats and that the timing of consultations does not disadvantage any particular ~~stakeholder individuals or groups~~. The methods used for consultation will be selected as appropriate according to the consultation subject and audience. Where the local community suggest alternative or additional consultation methods, these will be carefully considered and used, where possible.
- 3.11. Table 1 outlines the range of consultation methods that will be used. This is not intended to be a comprehensive list of all consultation methods and we will adopt other methods and channels as appropriate, as well as responding to

individual requests to provide information or attend meetings. [We will ensure that consultations are publicised widely through our website, our consultation portal, press releases and by direct notification to those stakeholders on our database. Consultation will, as a minimum, meet statutory requirements and will be extended, wherever possible, to ensure as many stakeholders as possible have the opportunity to comment.](#)

Consultation and engagement technique	Detail
Website	The City Corporation website includes pages dedicated to planning policy and is kept up to date with regard to ongoing and planned consultations. https://www.cityoflondon.gov.uk/services/planning/planning-policy
Digital consultation platforms	The City Corporation is investigating the use of a digital consultation platform to provide greater public access to information and enable responses to be submitted in a more effective and simple way.
City Plan Bulletin	This will be published from time to time on the City Corporation's website and provide up to date information on progress on the City Plan and other policy documents.
Leaflets and summaries	These will be produced where it is considered necessary and made available in public lending libraries in the City, the Guildhall reception, via direct mail, or on the City Corporation website during the course of consultation with details about the consultation and how to contribute.
Information displays	Display boards and/or posters will be used to publicise consultation at the Guildhall, public lending libraries in the City, community centres or other appropriate places.
Focus groups and workshops	These will be held, where necessary, to actively seek comments during the course of consultations and outside of formal consultation periods to inform policy development. Focus groups and workshops will be tailored to the consultation/issue under consideration and will be held at times and at locations convenient to the participants. A note will be taken of all meetings and circulated to attendees. Where undertaken as part of the formal consultation on a plan, these notes will also be published on the City Corporation's website and included in a published consultation statement.
Meetings, Events and Webinars	Public meetings, events and webinars will be arranged when appropriate and according to the issues on which views are being sought. Meetings and events will be held in locations that are accessible to the community

Consultation and engagement technique	Detail
	<p><u>stakeholders</u> being consulted and webinars, where held, will be at convenient times for the intended audience. The number of meetings, events and webinars will vary and may be held on a number of different days and at different times to ensure that <u>all stakeholders</u> the local community have an opportunity to attend in person or remotely and express their views.</p> <p>Requests from <u>stakeholders</u> local community groups and others for meetings to discuss planning policy issues will be considered favourably, subject to reasonable advance notice being given to the City Corporation.</p> <p>Notes will be taken of the issues raised in these meetings and, where part of the formal consultation on the City Plan, a summary note will be published on the City Corporation's website.</p>
Advisory groups	<p>The City Corporation will consider whether standing advisory groups are required, drawing together interested parties and experts, to provide ongoing advice on specific planning policy matters. Membership will be inclusive and relevant to the subject matter that the group will provide advice upon.</p>
Direct email and Mailshots	<p>The <u>City Corporation's</u> Planning & Development Service has a database of individuals and organisations that have an interest in City planning policy to inform people on the stages of consultation. Anyone can be added to this database subject to written consent and can be removed upon request. Details of consultations and consultation events will be emailed to those individuals and organisations on this mail list.</p> <p>The Planning Policy Team can also be contacted at any time to answer any questions or comments at: LocalPlan@cityoflondon.gov.uk</p> <p>Consultation responses can be sent to: PlanningPolicyConsultations@cityoflondon.gov.uk <u>Planning policy consultations</u></p>
Telephone	<p>Information on any aspect of the City Plan can initially be obtained by calling the City Corporation's Contact Centre: 020 7332 1710.</p>
Surveys and other information gathering	<p>These can be a way of collecting feedback on draft policies and proposals. Where surveys are used, a mix of structured questions and responses and open questions with text boxes will be used to enable a full range of responses to be gathered. They will be conducted</p>

Consultation and engagement technique	Detail
	through an online consultation platform, or via the City Corporation's website.
Members	Information on draft and emerging policies will be made available through formal Committee and Sub-Committee meetings and through Member newsletters or direct email to Members. Members of the Planning & Transportation Committee will be notified of the start of each consultation, Consultation information will also be made available through Ward meetings and newsletters, where feasible.
Resident Associations/Groups	<p>Information will be made available to residents through regular liaison meetings with resident associations or groups, or the City Residents Meeting, or through direct email to associations/groups, or through consultation material within residential estates or buildings.</p> <p>Occasionally, the City Corporation will contact, by letter, all occupiers of residential addresses to notify them of policy consultation.</p>
Business Associations/Groups	Information will be made available to business and developers through regular liaison meetings, direct email, or liaison through representative bodies, including the City Property Association and the various City Business Improvement Districts.
Media	The City Corporation will issue press releases providing information on public consultation through national, London-wide, City of London and professional press, as appropriate. The City Corporation will also make use of its social media channels to provide information on emerging policy and consultations.

Table 1 consultation and engagement techniques

City Plan Preparation

3.11.3.12. Review of the City Plan will involve several stages of preparation during which the public will be consulted. These are set out in Table 2.

Plan making stage	Minimum Consultation Requirement
<p>Issues and options – (Regulation 18) The issues which the plan needs to address are identified and alternative options for the policies are considered</p>	<ul style="list-style-type: none"> • Consult for minimum of 6 weeks • Make documents and evidence base available on website and through the online consultation portal • Make documents available for inspection at the Guildhall and City public lending libraries during opening hours for the length of consultation period • Consult general and specific consultation bodies • Consult those on the Planning Policy mailing list • Consult Duty to Co-operate bodies • Seek views of the Conservation Area Advisory Committee and Access Group and other advisory groups • Publish City Plan Bulletin • Arrange public meetings as appropriate, including focus groups and workshops • Arrange displays at appropriate locations • Consult on the Integrated Impact Assessment
<p>Draft City Plan Preferred options are selected, and policies drafted</p> <p>Non-statutory consultation on draft plan</p>	<ul style="list-style-type: none"> • As above • Issue summary of comments received at Issues and Options stage • Make all documents and evidence base prepared since Issues and Options available
<p>Publication of a City Plan (Regulation 19) - The City Plan is published and finalised for a last stage of consultation prior to formal submission to the Secretary of State</p>	<ul style="list-style-type: none"> • As above • Publish the City Plan and supporting documents and evidence base on the City Corporation website and consultation portal, detailing where and when they can be inspected • Publish a statement setting out who was consulted on earlier stages of plan preparation, how and summary of issues raised and how they were taken into account • Publish information on how to respond to the consultation through a 'statement of representations procedure' • Contact those that have made representations at previous stages • Inform other appropriate bodies • Publish the Integrated Impact Assessment

Plan making stage	Minimum Consultation Requirement
Submission	<ul style="list-style-type: none"> • The City Plan, the public's comments on it at all stages, and the evidence base supporting the Plan, are submitted for Examination to the Secretary of State who appoints a planning inspector. • All submitted information is made available on the City Corporation website.
Examination	<ul style="list-style-type: none"> • The City Plan and public comments are examined by the planning inspector who will hold a series of public meetings and then issue a report on the City Plan, identifying what changes, if any, are required. • A Programme Officer will be appointed to manage the examination, including issuing invitations to those people/organisation invited by the Inspector to attend the public hearings • The City Corporation will publish information about the examination and any further documentation from participants and the Inspector, on the City Corporation's website. • If the Inspector requires major changes (modifications) to the City Plan for it to be acceptable, these will be subject to a further period of public consultation. Consultation will accord with the requirements set out above.
Adoption – Adopt the City Plan (with alterations)	<ul style="list-style-type: none"> • The City Corporation will make the inspector's report, the City Plan and Integrated Impact Assessment available on the City Corporation's website and for inspection at the Guildhall and public lending libraries in the City. • Inform those who made representations on the City Plan and others who asked to be notified of progress. • Send an adoption statement to those who made comments. • Keep supporting documents on website for inspection for 6 weeks following the adoption statement.

Table 2 City Plan making stages

[3.12.3.13.](#) At each public consultation stage, we will acknowledge responses within five working days of receipt and will consider further engagement where requested.

Supporting Documents

[3.13.3.14.](#) There are a range of documents that contribute to, explain, and justify planning policy which will be published alongside policy documents. These include the evidence base justifying the proposed policy approach, information

on previous consultations and consultation responses, and information on consultation events and how to respond to the consultation.

Integrated Impact Assessment

3.14.3.15. An Integrated Impact Assessment (IIA) is a method for assessing the predicted impacts of emerging planning policy before policies are agreed and finalised. An IIA includes a Sustainability Appraisal and Habitats Regulation Assessment, Equality Impact Assessment, and a Health Impact Assessment. Details of the various elements of these documents are set out below.

Sustainability Appraisal and Habitats Regulation Assessment

3.15.3.16. A Sustainability Appraisal (SA) will assess the social, environmental, and economic impact of policies. The SA will incorporate the requirements for Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA). A SEA ensures the integration of environmental considerations in the preparation of plans and programmes with the aim of promoting sustainable development. A HRA examines the impact of planning policy on the nature conservation management of a site.

3.16.3.17. Consultation with statutory consultees (Environment Agency, Natural England and Historic England) and key stakeholders including the Mayor of London and neighbouring boroughs will be undertaken on the scope of the SA. A full SA report will be issued with the City Plan documents and will include a non-technical summary of information within the main report, providing a clear and accessible overview of the SA and HRA process and findings.

Equality Impact Assessment

3.17.3.18. The purpose of an Equalities Impact Assessment (EqIA) is to ensure that policies promote equality in line with the City of London Corporation's Public Sector Equality Duty. All planning policy documents will be subject to an EqIA to assess the impact on people belonging to groups with protected characteristics. When developing policies and plans the documents will be screened to determine any significant equalities issues. If the screening identifies significant equalities issues, a full EqIA will be carried out to identify the nature of changes required and possible mitigation measures.

Health Impact Assessment

3.18.3.19. A Health Impact Assessment (HIA) seeks to ensure that health and wellbeing are properly considered in planning policies and plans. The HIA can identify ways to promote health benefits and indicate where policy should be changed to reduce possible harmful effects.

Supplementary Planning Documents

~~3.19.3.20.~~ 3.20. ~~3.20.~~ 3.21. Supplementary Planning Documents (SPDs) explain the policies contained in the City Plan in more detail, where this is necessary. These may relate to a development site or a specific planning policy issue. They do not introduce new policies but can be used to provide further information on how to implement policies in the City Plan. SPDs are a material consideration in decision-making.

~~3.20.3.21.~~ 3.21. ~~3.21.~~ 3.22. Consultation involves publishing a draft of the SPD and a Sustainability Appraisal/Strategic Environmental Assessment screening to determine whether a full assessment is required. Since the SPD will provide further guidance to policies in the adopted City Plan, a full assessment is normally only required in exceptional circumstances.

~~3.21.3.22.~~ 3.22. Following consultation on an SPD, the City Corporation will consider the comments received before amending the guidance (if necessary) and adopting the SPD.

Preparation stage	Minimum Consultation Requirement
Draft SPD	<ul style="list-style-type: none"> • Consultation for a minimum of 6 weeks • Publish on the City of London Corporation website and consultation portal • Make documents available for inspection at the Guildhall and public lending libraries in the City during normal opening hours for the length of consultation period • Consult general and specific consultation bodies • Consult Duty to Co-operate bodies • Consult those on the City Plan consultation database • Seek views from the City of London Conservation Area Advisory Committee (CAAC) and City of London Access Group (COLAG) and other advisory groups as appropriate • Arrange meetings, presentations and other discussions if appropriate.
Adopt SPD	<ul style="list-style-type: none"> • Publish the SPD and adoption statement on the City Corporation website • Publish a consultation statement setting out who was consulted, how they were consulted and a summary of issues raised and how they have been taken into account • Send an adoption statement to all those individuals and organisations who commented on the draft and/or preliminary consultation and to those that requested notification • Keep the SPD and public consultation supporting documents on website for inspection for 3 three months following formal adoption

Table 3 Supplementary Planning Document preparation stages

Planning Advice Notes

[3.22-3.23.](#) Planning Advice Notes (PAN) provide technical advice for applicants, for example setting out the specific type of evidence necessary to support a planning application. PANs can vary considerably in their substance, and there are no statutory requirements for how to consult on them. Consultation on PANs will therefore vary according to the nature and content of the PAN.

Neighbourhood Planning

[3.23-3.24.](#) Neighbourhood Plans and Neighbourhood Development Orders were introduced in the Localism Act 2011 giving communities the statutory power to shape the development of their area. In the City of London there are no Parish Councils and the responsibility for preparing Neighbourhood Plans and Orders

rests with local Neighbourhood Forums not the City [of London](#) Corporation. [Further information on Neighbourhood Forums can be found on the City's website.](#)

3.24.3.25. The City Corporation will provide support and technical advice on the processes for preparation of a Neighbourhood Plan or Order and share any background information, in accordance with statutory provisions. Initial consultation on Neighbourhood Plans and Orders will be undertaken by the relevant body responsible for making the Plan or Order. The City Corporation will undertake consultation in accordance with the minimum standards set out in Table 4 below.

Preparation stage	Minimum Consultation Requirement
Application to designate a nNeighbourhood planning forum	<p>Upon receipt of a valid application to nominate a nNeighbourhood forum:</p> <ul style="list-style-type: none"> • Consult for a minimum of 6 weeks • Publish on the City Corporation website and consultation portal • Make documents available for inspection at the Guildhall and public lending libraries in the City during normal opening hours for the length of consultation period • Consult general and specific consultation bodies • Consult Duty to Co-operate bodies • Consult those on the City Plan consultation database
Designation of a nNeighbourhood forum	<p>Publish notification of designation of the Neighbourhood forum:</p> <ul style="list-style-type: none"> • on City Corporation website • at the Guildhall and public lending libraries in the City during normal opening hours • notify general and specific consultation bodies • notify Duty to Co-operate bodies • notify those on the City Plan consultation database • notify individuals and organisations who made comments on designation
Application to designate a nNeighbourhood planning Area	<p>Upon receipt of a valid application to designate a Neighbourhood planning Area:</p> <ul style="list-style-type: none"> • Consult for a minimum of six6 weeks • Publish on the City Corporation website and or consultation portal • Make documents available for inspection at the Guildhall and public lending libraries in the City during normal opening hours for the length of consultation period • Consult general and specific consultation bodies • Consult Duty to Co-operate bodies • Consult those on the City Plan consultation database

Preparation stage	Minimum Consultation Requirement
Designation of Neighbourhood Planning Area	Publish notification of designation of forum <u>the Neighbourhood Planning Area</u> : <ul style="list-style-type: none"> • on City Corporation website • at the Guildhall and public lending libraries in the City during normal opening hours • notify general and specific consultation bodies • notify Duty to Co-operate bodies • notify those on the City Plan consultation database • notify individuals and organisations who made comments on designation
Publicising a Neighbourhood Plan or Neighbourhood Development Order	As soon as possible after receiving a <u>Neighbourhood Plan</u> or <u>Neighbourhood Development Order</u> proposal: <ul style="list-style-type: none"> • Consult for a minimum of six <u>six</u> weeks • Publish on the City Corporation website and for <u>consultation portal</u> • Make documents available for inspection at the Guildhall and public lending libraries in the City during normal opening hours for the length of consultation period • Consult <u>General</u> and <u>Specific</u> <u>Consultation</u> bodies • Consult Duty to Co-operate bodies • Consult those on the City Plan consultation database • Consult any organisations or individuals identified in the Neighbourhood Plan or Order Consultation Statement

Preparation stage	Minimum Consultation Requirement
<p>Examination of Neighbourhood Plan or Neighbourhood Development Order & Referendum</p>	<ul style="list-style-type: none"> • The Plan or Order and any consultation comments are sent to an independent inspector for public examination. • If modifications are required to the Plan or Order by the Inspector, re-consultation may be required by the neighbourhood forum. • Following receipt of the Inspector's report, the City Corporation will publish the report on its website. • If the Inspector recommends that the Plan or Order be put to Referendum, the City Corporation will hold a referendum open to anyone on the electoral role within the Neighbourhood Plan area. • If the City Corporation proposes to make a decision which differs from that recommended by the examiner, it will notify: <ul style="list-style-type: none"> • the qualifying body • anyone whose representation was submitted to the examiner and • any consultation body that was previously consulted. • These bodies will have 6 weeks to make representations and, following this period, the City Corporation will give notice of its decision within five weeks. • At referendum, if more than 50% of respondents to the referendum vote in favour of adopting the Neighbourhood Plan or Order, the City Corporation will formally adopt the Plan. This decision and the Neighbourhood Plan or Order will be: <ul style="list-style-type: none"> • published on City Corporation website • at the Guildhall and public lending libraries in the City during normal opening hours • The City Corporation will: <ul style="list-style-type: none"> • notify General and Specific consultation bodies • notify Duty to Co-operate bodies • notify those on the City Plan consultation database • notify individuals and organisations who made comments on the draft plan • send the decision notice to the body that made the draft plan • notify anyone who asked to be notified of the outcome of the examination

Table 4 Neighbourhood Planning Preparation Stages

Planning Contributions

~~3.25~~3.26. Planning contributions ensure that development contributes to improving the City's infrastructure, environment and facilities. Planning contributions include the Community Infrastructure Levy (CIL) and planning obligations or ~~s~~Section 106 agreements. The City Corporation publishes on its website an Annual Infrastructure Funding Statement which sets out financial contributions received, what CIL or ~~s~~Section 106 ~~funding~~ ~~has~~ ~~been~~ used to fund and future spending priorities.

Planning Obligations (Section 106 Agreements)

~~3.26~~3.27. These are legal obligations entered into by developer and the City Corporation to mitigate the impacts of development. Individual obligations are negotiated for each development site, identifying the mitigation required and how this mitigation will be achieved. ~~Section~~ 106 agreements are also used to deliver affordable housing and training, education and skills provision. Details are set out in the Planning Obligations ~~_SPD~~Supplementary Planning Document, published on the City Corporation's website at <https://www.cityoflondon.gov.uk/services/planning/planning-policy/development-contributions-community-infrastructure-levy-and-planning-obligations>

~~3.27~~3.28. The Planning Obligations SPD is subject to formal consultation as set out in Table 3 above.

Community Infrastructure Levy (CIL)

~~3.28~~3.29. The Community infrastructure Levy (CIL) is a charge on new development used to pay for improvements in existing infrastructure or the delivery of new infrastructure needed to support the development of the area in accordance with the City Plan. The CIL operates through a charging schedule which will be periodically reviewed. Table 5 below sets out the minimum level of consultation that will be undertaken in preparing the CIL charging schedule. Although not required, the City Corporation will also undertake early pre-draft CIL consultation, ~~particularly with the City's development industry~~, on the viability information underpinning the CIL proposals.

Community Infrastructure Levy Neighbourhood Fund

~~3.29~~3.30. The Community Infrastructure Levy Neighbourhood Fund (CILNF) supports local community projects in the City of London. 15% of CIL is reserved for this Fund. Public consultation is carried out on a regular basis to understand community priorities for the allocation of monies from this ~~CILNFund~~. The ~~CILNFund~~ and consultation are managed within the City Corporation by the Central Grants Unit. The Central Grants Unit will undertake occasional consultation on community funding priorities to inform changes to the ~~CILNF Neighbourhood Fund~~ structure and funding regime. This consultation will take place over a minimum ~~4~~six-week period, with information published on the City Corporation website and information sent to consultees on the City Plan consultee database, plus other interested parties identified by the Central Grants

Unit. Information on the CILNF is available on the City Corporation's website at: <https://www.cityoflondon.gov.uk/about-us/working-with-community/community-infrastructure-levy-neighbourhood-fund>

Preparation stage	Consultation Requirement
Draft Charging Schedule	<ul style="list-style-type: none"> • Publish for a minimum of 6 weeks on the Corporation's website and consultation portal • Consult general and specific consultation bodies • Consult Duty to Co-operate bodies • Consult residents, businesses, voluntary groups and landowners who may be interested • Arrange meetings, presentations, group discussions if appropriate
Examination	<ul style="list-style-type: none"> • The draft Charging Schedule, statement of consultation, copies of representations and evidence base are submitted to an Inspector for examination. • Submission documents are made available on the City Corporation website. • Notify persons who requested to be notified of submission, plus all those who made representations, all Duty to Co-operate, Specific and General Consultees and persons on the City Plan consultee database. • Publish details of the examination on the City Corporation website and notify all persons who made representations. • Publish the Inspector's report on the City Corporation website and notify persons who asked to be notified of publication.
Approval	<ul style="list-style-type: none"> • Publish approved CIL Charging Schedule on City Corporation website. • Make CIL Charging Schedule available at the Guildhall and public lending libraries in the City during normal opening hours • Notify Duty to Co-operate, specific and general consultees, persons on the City Plan consultation database and persons who specifically asked to be notified of adoption.

Table 5 Community Infrastructure Levy stages

4. Development Management

Introduction

- 4.1. Determining **planning applications** (Development Management) is an integral part of the planning process. It puts development plans and policies into action to achieve sustainable development. Development Management includes the process by which planning applications (including applications for full planning permission, listed building consent, advertisement consent and prior approval) are decided.
- 4.2. Development Management includes **pre-application engagement** and the provision of **pre-application advice** by the City Corporation to prospective applicants for planning permission. This engagement and advice aims to shape development and address key planning issues well in advance of a planning application being submitted. There is no mandatory requirement for a developer or other applicant to enter into pre-application consultation with the City Corporation, but it is strongly encouraged – the City Corporation believes that early engagement leads to better development proposals and increases the likelihood of a proposal complying with the City Plan.
- 4.3. Prospective applicants are also strongly encouraged to undertake early pre-application consultation with the local community and key stakeholders in a positive and timely fashion to enable ~~the local community~~ these groups to input to, to comment on and help shape development proposals before a planning application is formally submitted to the City Corporation.
- 4.4. Development Management can include monitoring compliance with approved planning applications (and the associated approved plans) and **planning enforcement** when unauthorised development takes place. The City Corporation has an Enforcement Plan SPD Supplementary Planning Document, which explains how these duties are carried out
<https://www.cityoflondon.gov.uk/assets/Services-Environment/supplementary-planning-document-enforcement-plan.pdf>
- 4.5. If an applicant (whether an individual, business, public body or other organisation) submits a planning application, this is assessed against the policies in the City Plan and London Plan, National Planning Policy Framework (NPPF) and legislation, supplementary guidance (set out in adopted City of London SPDs Supplementary Planning Documents and Mayoral London Plan Guidance) and other material considerations before a decision is made.
- 4.6. It is important that communities and stakeholders who may be affected by development proposals are involved and are able to have their say on planning applications. The views of local residents, businesses, organisations and community groups can help the City Corporation to seek improvements or amendments to development proposals and ensure any impacts are dealt with.

Development Management Stages

4.7. Consultation and public involvement in considering planning applications takes place at a number of stages:

- **Pre-Application Stage** – developers and [other](#) applicants are strongly encouraged to enter into meaningful engagement with local communities, through a range of appropriate methods and techniques. This is the stage where the local community can have the greatest influence on development proposals. The best way for residents and local stakeholders to get involved at this stage is to attend pre-application events when they are held or engage with developers [and applicants](#) through social media or through surveys when they make these options available, and to discuss any concerns with City Corporation local ward Members. The City Corporation has prepared separate guidance for developers [and applicants](#) on the format, timing and shape of community engagement.

The City Corporation also strongly encourages developers and applicants to enter into pre-application discussions with [key stakeholders, making use of pre-application advice services offered by these stakeholders, and with the City Corporation's Planning Team](#) prior to the submission of a planning application. See paragraphs 4.8 to 4.12 below.

- **Planning Application Stage** – when a planning application is submitted, the City Corporation will undertake formal public consultation, with residents, consultees and other stakeholders invited to make comments on the submitted proposals. At this stage, comments received are taken into account as part of the consideration and determination of the planning application. See paragraphs 4.13 to 4.34 below.
- **Decision Making Stage** – for large developments schemes [\(See Table 6\)](#), or where there is substantial public interest in a development proposal, a planning application is likely to be referred to the City Corporation's Planning Applications Sub-Committee for determination. Where more objections have been received to a planning application than the agreed threshold, the application will also be determined by the Planning Applications Sub-Committee. At the time of adopting this SCI, the threshold is 10 or more objections, but this may from time to time be amended through the City Corporation's published Scheme of Delegation, which is available on the City Corporation's website. [Stakeholders Members of the local community](#) who have made representations regarding a planning application have the option to address the Committee to express their views or the views of the local community on the development proposed. See paragraphs 4.35 to 4.43 below.

Pre-Application Advice, Consultation and Engagement

4.8. The City Corporation is committed to early and ongoing consultation engagement on planning applications. This means working with developers, [local](#) residents and other stakeholders from the earliest possible stage in the

development process until the submission of an application to shape and guide development proposals that are most suitable to their context. The pre-application process requires respect and understanding for stakeholders' interests, open, accessible and reasoned communication, and informative and meaningful engagement.

4.9. Prospective applicants should engage with the local community at the earliest possible stage in the design and development of their proposals. Such engagement should be proportionate to the nature and the scale of any proposed development. Whilst there is no statutory requirement for applicants to carry out pre-application consultation for most forms of development, if undertaken successfully, early consultation is more likely to result in a development that will receive greater support from stakeholders. Successful pre-application engagement can also significantly speed up the planning application process as well as ease the understanding of planning considerations and ultimately reduce the likelihood of an application being delayed, refused or potentially legally challenged.

4.9.4.10. Prospective applicants should also engage in pre-application discussions and engagement with key stakeholders and statutory consultees. Where these consultees offer a formal pre-application advice service, applicants are strongly encouraged to make use of this service to avoid potential delay and objection later in the development process.

4.10.4.11. The City Corporation offers a pre-application advice service for prospective applicants, providing professional planning advice before a planning application is submitted. For most types of planning application there is a charge for this service, but for some development types, prospective applicants can obtain pre-application advice free of charge, including obtaining pre-application advice from the City Corporation's Duty Planner service. Details of the City Corporation's pre-application advice charges can be found on the City Corporation's website at: <https://www.cityoflondon.gov.uk/services/planning/pre-planning-application-advice>

4.11.4.12. As part of the pre-application advice service, the City Corporation can advise prospective applicants on good practice for wider community engagement, including the timing, length and extent of any consultation, and appropriate engagement methods. The City Corporation has prepared [Early Community Developer](#) Engagement Guidance, setting out the principles, processes and methods that ~~developers~~ prospective applicants should use to engage with local communities from an early stage of the design of a development.

4.12.4.13. The prospective applicant ~~/ developer~~ must have regard to any responses received as part of their pre-application consultation process. The City Corporation will expect ~~prospective applicants / developers~~ to submit a consultation statement as part of their formal planning application submission. This document should clearly set out the pre-application engagement that has been undertaken and how this has influenced the development of the proposal that has been submitted as a formal planning application.

Planning Applications

~~4.13.4.14.~~ There are ~~several many~~ different types of planning applications, depending upon the nature of the proposed development (including applications for planning permission, listed building consent, advertisement consent and prior approval). For each of these different application types there are different statutory requirements for the City Corporation, as the Local Planning Authority, to notify residents and consult stakeholders.

~~4.14.4.15.~~ In most cases, we will publicise the submission of a valid planning application through one or more of the following ways:

- **Weekly list:** Weekly lists of new applications received by the City Corporation are published on the City Corporation's website ~~at:~~ <https://www.planning2.cityoflondon.gov.uk/online-applications/search.do?action=weeklyList>
- **Site notice:** A public notice is displayed on or near the site as soon as possible following receipt of all valid and relevant applications for planning permission, listed building consent, works to trees with details of the application received and where further detail can be seen. Site notices will be removed as soon as possible following determination of the application, normally after 2 weeks.
- **City Corporation Website:** Details of current applications and the weekly list are available on the City Corporation's website. Anyone can submit comments on any valid planning application via the website: <https://www.cityoflondon.gov.uk/services/planning/view-or-comment-on-a-planning-application>

~~4.15.4.16.~~ The following methods of consultation and engagement are additionally used in appropriate cases:

- **Local newspaper:** When required by ~~g~~Government regulations, a notice will be placed in a local newspaper following validation of the application.
- **Neighbour notification:** In some circumstances letters are sent to owners and occupiers of buildings where development proposals may affect them, e.g. neighbouring residential buildings and public buildings such as churches. The City Corporation will use address information from the Local Land & Property Gazetteer (LLPG) to inform neighbours. The LLPG does not contain names of occupiers and is maintained as an input to the National Land & Property Gazetteer which provides address information on a consistent basis across the country. The City Corporation will consult residents in other local authorities who are considered to be affected by development proposals. Normally, neighbours will have 21 days to comment although sometimes there will be a shorter response period.

- **Consultation with other bodies:** The City Corporation consults specific organisations in accordance with statutory requirements and other bodies when appropriate. A large-scale proposal could affect a wide geographical area or have an impact on many people. A list of people and organisations consulted on planning applications by the City Corporation is available on the website and is kept up to date. A letter or email is sent to consultees inviting their comments and in some cases copies of the application and documents are sent to those consulted. Comments can be submitted through the City Corporation's website, or by email or letter.
- **Site visits:** Application sites are visited by planning officers. Neighbouring premises may be visited if a neighbour asks for assistance in understanding a proposal or wishes to demonstrate ~~a concern~~ their views. Where appropriate, Members of the City Corporation's Planning Applications Sub-Committee may carry out a site visit prior to the Committee's formal consideration of the application.
- **Presentations:** City Corporation officers present relevant applications to meetings of the Conservation Area Advisory Committee (CAAC) and the City of London Access Group (COLAG), which are external independent bodies, in order that these bodies may be briefed when making observations on applications. These two groups have been established to advise the City Corporation on particular aspects of both planning policy and planning applications:
 - The City of London Conservation Area Advisory Committee is consulted on relevant applications within and affecting the City's conservation areas.
 - The City of London Access Group (COLAG) advises on making the City's environment accessible to all, including people with disabilities.

4.16.4.17. The site notice, press notice and / or neighbour notification letter will explain where the application can be viewed and how to make comments (further details on viewing applications are included in paragraphs 4.23 to 4.27 below).

4.17.4.18. **Availability of Viewing applications to view** - All letters and public notices state that an application has been made and include a brief description of the proposal, details of where the application can be viewed online and how to contact the Environment Department.

Statutory Consultation Requirements

4.18.4.19. The statutory requirements for consultation on planning applications are set out in national legislation (The Town and Country Planning (Development Management Procedure) (England) Order 2015). These requirements vary according to the type of development proposed but include notification to specified bodies and the general public. Publicising a planning application requires a notice to be displayed on or near the site, information to be provided

on the City Corporation's website and a notice to be published in the local press (in the case of major applications or listed buildings and applications within a conservation area). Table 6 and 6a set out the minimum requirements that the City Corporation will meet in publicising planning applications in accordance with the statutory requirements. Where feasible and appropriate to the application, we will undertake additional consultation to that set out in Tables 6 and 6a.

Type of development	Website	Site Notice	Press Notice
Strategic Development* - 150 or more residential units - 100,000 square metres or more of non-residential floor space - Buildings exceeding 150m in height - Any development where the application is accompanied by an Environmental Statement submitted under the current Environmental impact Assessment Regulations - Includes changes of use where the above apply	Yes	Yes	Yes
Major Development - 10 or more residential units or a residential area of more than 0.5 hectares - 1,000 square metres of non-residential floorspace, or a non-residential site area of more than 1 hectare - Includes changes of use where the above apply	Yes	Yes	Yes
Minor Development - Less than 10 residential units - Less than 1,000 square metre of new floor space - Sites of less than 1 hectare - Householder development - Includes changes of use where the above apply - Telecommunications apparatus that is not permitted development	Yes	No	No
Minor Development where no additional floorspace is created - Except telecommunications apparatus and changes of use - e.g. new shopfronts	Yes	Yes	No
Applications for development or demolition that would affect the character or appearance of a Conservation Area or the setting of scheduled ancient monument	Yes	Yes	Yes
Departures from the Development Plan	Yes	Yes	Yes

Type of development	Website	Site Notice	Press Notice
Any application affecting a public right of way or footpath/way Excluding pavement crossovers, new / revised vehicular or pedestrian accesses	Yes	Yes	Yes
Applications for Listed Building Consent	Yes	Yes	Yes
Advertisement Consent a) Signage on shop fronts or business b) Free-standing advertisements c) Large scale advertisement hoardings	Yes	No	No
Prior Approval - Telecommunications	Yes	Yes	Yes
Applications to vary or discharge conditions attached to a listed building consent.	Yes	Yes	Yes

Table 6 Consultation requirements for planning applications

*Strategic Development refers to planning applications that must be referred to the Mayor of London before a decision can be made. The full definition of applications of potential strategic importance (PSI) is set out in the Mayor of London Order 2008 (as amended). In the City of London this is development of 150 or more new homes, 100,000 square metres or more of floorspace, or buildings exceeding 150 metres in height.

Type of Development	Consultation Requirement
Applications for variation or removal of planning conditions.	Refer to requirements for original application.
Applications for minor material amendments	Refer to requirements for original application.
Applications for non-material amendments (e.g. technical amendments)	By definition no consultation would be necessary.
Applications for Reserved Matters after the grant of outline planning permission	Refer to requirements for original application.
Lawful Development Certificates	A legal determination for which no consultation would be necessary.

Table 7.6a Consultation requirements for planning applications

Planning Application Consultation Period(s)

4.19-4.20. National Legislation (The Town and Country Planning (Development Management Procedure) (England) Order 2015) stipulates that Local Planning Authorities (including the City of London Corporation) allow a minimum of 21 days for any comments to be made on planning applications. There are a few exceptions:

- The consultation period is extended to 30 days for applications accompanied by an Environmental Statement or Environmental Impact Assessment that has been submitted under the Environmental Impact Assessment Regulations 2017.
- The period should be extended when it includes bank or public holidays – by the equivalent number of days – for example, notifications over the Easter holiday period would be extended by two days.

4.20-4.21. Notification periods must strike an appropriate balance between allowing sufficient time for comments to be made and ensuring decisions are made in a timely manner. Although comments can be submitted at any time during the consultation period, the City Corporation encourages consultees to provide comments as soon as possible after the start of the consultation. This allows any points raised to be considered at the earliest opportunity.

4.21-4.22. There may be exceptional circumstances in which it may not be possible for the City Corporation to undertake consultation in the ways set out above. In these exceptional circumstances we will:

- be led by national planning guidance;
- extend the formal consultation period from 21 days to 28 days to give the local community more time to make a comment on a planning application;
- where planning officers cannot go on site to put up a site notice, neighbourhood letters will be sent to premises in close proximity of the site, or a site notice will be put up by the applicant;
- where a planning officer ~~cannot~~ is unable to carry out a site visit, the applicant may be asked to carry out a virtual/video site visit and to take photos from specific areas of the site;
- Use satellite photography to assess the site.

How to Comment on a Planning Application

4.22-4.23. We welcome comments on planning applications. Comments do not necessarily have to be written in a particular style or format to be considered but they must be made in writing. Anyone can submit written comments on any planning application, provided it is within the application consultation period.

4.23-4.24. We recommends ~~that people~~ take the time to look at the details of an application before commenting on it. Information on planning applications can be found via the City of London's website at:

<https://www.cityoflondon.gov.uk/services/planning/view-or-comment-on-a-planning-application>

4.24.4.25. The quickest way to comment on planning applications is to submit comments online via [Public Access](#)

4.25.4.26. If you are unable to provide comments online, you can email the Planning Team at [Planning Comments](#).

4.26.4.27. We prefer to receive any comments either online or via email because they are the quickest and most effective way for comments to be received and considered, but if those options are ~~not un~~available to you, you can write to us ~~at~~ [written comments can be sent to:](#)

The Environment Department
City of London
PO Box 270
Guildhall
London EC2P 2EJ

4.27.4.28. Copies of planning applications, the plans and any other documents submitted with it, can be viewed online at [Public Access](#)

4.28.4.29. This information is also available for inspection by appointment at the Guildhall by contacting: plans@cityoflondon.gov.uk -or telephone 020 7332 1710.

4.29.4.30. When making comments, it is important that the application reference ~~is~~ included ~~is~~ at the top of the email or letter. Comments should state whether they are in support of, or are an objection to, to the development proposed and include the name and address of the person commenting.

4.30.4.31. All comments must be available for public inspection (Local Government Access to Information Act 1985). They are published on the City Corporation's website and are available for inspection, by appointment, at the Guildhall. As comments are not confidential, they should not include information that the consultee does not want to be publicly available. Any defamatory remarks will be removed before the comment is published.

4.31.4.32. We cannot take into account comments that do not include a name and address when considering an application nor can the comments be reported. For the purposes of data protection, the City Corporation will not reveal the email address, telephone number or signature of private individuals (see [privacy notice](#)).

4.32.4.33. Anyone commenting on an application can ask for their name and address to be removed from comments published on the City Corporation's website and the planning report to the Planning Applications Sub-Committee, but comments will be anonymous and that may affect the weight the Members give them.

4.33.4.34. When considering a planning application, we can only take account of certain issues that are legally allowed to influence a planning decision, ~~these are~~

known as material considerations. Consultees are welcome to make comments on other aspects of a planning application, but to influence the planning process comments should aim to address material considerations, which include:

- Planning policies, including: the National Planning Policy Framework (NPPF), the London Plan, The City of London [Local Plan \(City Plan\)](#) and Supplementary Planning Documents (SPDs). [These](#) can also include emerging planning policy documents that have been through at least one round of public consultation and engagement;
- Relevant planning history including previous planning decision, including appeal decisions;
- Residential amenity including loss of natural light and overshadowing; loss of privacy and overlooking;
- Noise, smells and other disturbances that could arise as a result of a proposed development;
- Design, appearance and materials proposed;
- Layout and density of development;
- Traffic, servicing, highway safety and parking;
- Loss of trees or other nature conservation and biodiversity considerations;
- Energy efficiency and carbon emissions, including operational carbon and whole life cycle carbon;
- Impacts on air quality and other microclimate considerations;
- Impacts on [listed buildings-heritage assets](#) and conservation areas;
- Contaminated land;
- Impact on the provision of social infrastructure;
- Capacity of physical infrastructure, such as public drainage and water.

[4.34.4.35.](#) For questions regarding the details of a planning application, the City Corporation provides the following services:

- **Enquiries office** - A public counter service is provided where information may be obtained in person on appointment between 9.30am and 4:30pm Monday to Friday.
- **Duty Planning officer** - A planning officer is available to give general advice without an appointment between 9.30am and 4:30pm, Monday to Friday.
- **Website (www.cityoflondon.gov.uk/plans)** - The City Corporation's website contains information on town planning in the City of London, including planning policy documents, application forms, advice on what information is needed with applications and records of planning applications previously submitted.

When Comments on Planning Applications Have Been Made

[4.35.4.36.](#) When comments on planning applications have been made, the City Corporation, undertakes to provide the following:

- **Acknowledge** all comments on applications in writing or by email within three working days of receipt. People making representations will be notified of the name of the Case Officer and their contact details. Comments made on

planning applications will be published on the City Corporation's online planning application system.

- **Consultation on revised proposals.** Comments are conveyed to applicants and, where material changes to the proposals are made, we will re-consult on the revised proposals.
- **Committee and Delegated Reports.** When an application is referred to the Planning Applications Sub-Committee, a summary of all relevant comments or objections are included in the report. In the case of delegated decisions, the comments are summarised in the report and held on the planning file.
- **Public speaking at Committee.** When an application is considered by the Planning Applications Sub-Committee, individuals and persons representing organisations may speak at the Committee meeting, subject to current guidelines. These guidelines are published on the City Corporation's website and are available from the Committee Clerk. Everyone who has made written comments on an application being considered by the Committee will be advised of the date and the arrangements for public speaking at the Committee.

Making Decisions on Planning Applications

[4.36-4.37.](#) As part of the determination of a planning application, and following public consultation, a planning officer will write a report setting out their recommendation. A formal decision would then be taken on the planning application, either under delegated powers (by the Planning & Development Director or other nominated senior officer) or by the City Corporation's Planning Applications Sub-Committee. Over 90% of planning applications in the City of London are normally decided under delegated powers.

[4.37-4.38.](#) Larger development schemes or planning applications with outstanding policy conflicts are considered by the Planning Applications Sub-Committee. Planning applications must also be decided by the Sub-Committee if the City Corporation receives more objections to the development proposed than the agreed threshold. At the time of adopting this SCI, this is 10 or more objections. The Planning Applications Sub-Committee normally meets on a three-weekly cycle. Agendas and committee reports are available from the Town Clerk six working days before the meeting and can be viewed on the City Corporation's website. [Copies of presentations from applicants, supporters and objectors will be made publicly available.](#)

[4.38-4.39.](#) Planning officers will make recommendations on planning applications based on planning policy documents, material considerations, responses from the consultation on the application, including from ~~stakeholders the public~~ and other City Corporation services, and any other relevant guidance at national and local level. Planning officers will not generally respond to individual comments or objections but will address the key issues and public comments in their report. The officer's report will set out how the planning application has been assessed and how any comments received following consultation have been addressed and taken account of.

~~4.39.4.40.~~ If a planning application is required to be considered by the Planning Applications Sub-Committee, all those who have made a comment on the application will be notified by email (where provided) of the date and time of the Committee meeting. All Planning Applications Sub-Committee meetings are held in public and are accessible to all. The City Corporation provides the opportunity for anyone who has made a written comment on the application to address the Committee, although the number of speakers and the time given to speak is limited.

Informing People of Decisions on Planning Applications

~~4.40.4.41.~~ It is important that planning decisions are open and transparent. Decisions on planning applications are usually made by the Planning Applications Sub-Committee, the Planning & Development Director or other officers with delegated powers.

~~4.41.4.42.~~ **Issue of decisions** - Decisions on planning applications will be issued within two working days of the decision being made or, where Section 106 Agreements are required, upon completion of the Section 106 Agreement.

~~4.42.4.43.~~ **Notification of decisions** - People and organisations that comment on an application will be notified of the decision, in writing or by email, within three days of the decision being issued.

~~4.43.4.44.~~ **Weekly list of applications determined** – This is available on the City Corporation's website at: <https://www.planning2.cityoflondon.gov.uk/online-applications/search.do?action=weeklyList>

Planning Appeals

~~4.44.4.45.~~ If an application is refused, the applicant has a right to appeal against this decision or against conditions attached to a planning permission. Due to pre-application discussions less than 1% of applications in the City of London are refused in a normal year and consequently few appeals are lodged. Where an appeal is lodged, those people and organisations notified of the original application and other people who made observations on the original planning application will be notified of the appeal in accordance with the relevant government regulations.

Planning Enforcement

~~4.45.4.46.~~ The City Corporation can use its Planning Enforcement powers to resolve breaches of planning control but to do so it must firstly know about any breaches and secondly understand the level of harm caused. As such, local [communities](#) ~~people~~ play an essential role in this aspect of the planning system.

4.46.4.47. Anyone who thinks that development may have been undertaken without planning consent or has been undertaken or operated outside of the consent given, can report the development to the City Corporation's Planning Enforcement Team for investigation. Up-to-date details of how to report can be found online.

4.47.4.48. The City Corporation's published Planning Enforcement SPD ~~Supplementary Planning Document~~ sets out how investigations are prioritised and responded to, based on the level of harm caused. Residents and local businesses are encouraged to contact the City Corporation with any information related to unauthorised development and its impacts. ~~You can report a~~ suspected breach of planning control can be reported by completing a Planning Enforcement Investigation Form (available on the City Corporation's website) and sending it to the Planning Enforcement Team.

Glossary

City Plan: The Local Plan for the City of London, prepared by the City Corporation.

Community Infrastructure Levy (CIL): A statutory charge payable on new development that is used to help fund the provision of infrastructure in the City.

Conservation Area: An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

City Plan: ~~The Local Plan for the City of London, prepared by the City Corporation.~~

Departure from the Development Plan: Where a planning application proposes a development which is contrary to one or more of the strategic policies in the City's Local of London's City Plan.

Development Management: The process of deciding whether or not to grant planning permission and other related consents.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Designated heritage assets include World Heritage Sites*, Scheduled Monuments, Listed Buildings*, Registered Parks and Gardens, Registered Battlefields and Conservation Areas that are 'designated' under the relevant legislation. Non-designated heritage assets are those which have a heritage interest but have not been formally designated.

Local Plan: The strategic framework for development in an area or borough produced A plan for the future development of a local area drawn up by the Local Planning Authority in consultation with the local community. A local plan can consist of either strategic or non-strategic policies, or a combination of both .

London Plan: The statutory spatial development strategy for Greater London. It is drawn up by the Mayor of London is responsible for the planning strategy for the whole of Greater London, known as the London Plan.

Minor Material Amendment: There is no statutory definition of a 'minor material amendment' to a planning permission but it is likely to include any amendment where its scale and/or nature results in a development which is not substantially different from the one which has been approved.

Non-Material Amendment: There is no statutory definition of a 'non-material' amendment. Whether or not the proposed amendment(s) are 'non-material' rather than 'material' will depend on the specific details of the existing planning permission, and consideration of the proposed amendment within the context of the overall development (and any other 'non-material' amendments that have been previously made). An amendment that is non-material in one context may be material in another it is up to the City Corporation as local planning authority to be satisfied that any amendment(s) sought are 'non-material'.

National Planning Policy Framework (NPPF): National planning policy for which the central government is responsible

Neighbourhood Forum: Community groups that are designated [by the Local Planning Authority](#) to produce a neighbourhood plan.

Neighbourhood Plan: A plan prepared by a Neighbourhood Forum for a [designated particular](#) neighbourhood area

Neighbourhood Development Order: [An order made by the Local Planning Authority](#) ~~This is prepared by~~ [through which](#) a Neighbourhood Forum ~~and can~~ grants planning permission for specific types of development in a particular area.

Planning Advice Note (PAN): Advice from the City Corporation on planning matters, normally advice on how to address technical or other information requirements for planning applications.

Planning Obligation: [An agreement entered into under section 106 of the Town and Country Planning Act](#) ~~These are legal obligations~~ between the developer and the City to mitigate against the impacts of development.

Section 106 Agreements: Legally binding agreements between the City and a developer which set out planning obligations to include financial and non-financial obligations.

Supplementary Planning Document (SPD): These provide more detailed advice on the interpretation of planning policy set out in the City Plan.