

# **CITY OF LONDON CORPORATION**

## **TEMPLATE FOR REGULATION 64(2) HANDLING NOTE**

**Application Reference: 23/01066/FULL and 23/00825/LBC**

**Site Address: City of London School For Girls St Giles' Terrace Barbican London EC2Y 8BB**

- 1. Proposal “(the Proposal)”: Retrospective application for removal of 3 fume cupboard discharge flues and installation of 3 new extract flues to existing roof plant enclosure.**
- 2. Background**

**2.1** Regulation 64(2) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (“the EIA Regulations”) requires that where a proposal for EIA development is brought forward by the City of London Corporation and the City of London Corporation will also be responsible for determining that application for planning permission, they must make appropriate administrative arrangements to ensure that there is a functional separation, when performing any duty under the EIA Regulations, between the persons bringing forward the proposal for development and the persons responsible for determining that proposal.

**2.2** This note sets out the arrangements which must be adopted to ensure compliance with the EIA Regulations.

**2.3** This note also applies to applications for planning permission for development which is not EIA development made by the City of London Corporation as applicant (the “Applicant/Promoter”) to the City of London Corporation as local planning authority (the “Local Planning Authority”).

### **3. Overarching Principles to be observed in handling the Proposal**

**3.1** The Local Planning Authority must assess the Proposal in the same way as if it was submitted by any other applicant. It will be assessed and determined solely on the material planning considerations, disregarding any financial or other benefits to the City of London Corporation as Applicant/Promoter. If more information is required it will be sought from the Applicant/Promoter notwithstanding potential delay or cost consequences for the Applicant/Promoter.

**3.2** The Local Planning Authority function will be undertaken wholly independently of the Applicant/Promoter functions, acting impartially and objectively.

**3.3** There will be no discussion or communication about the Proposal between the officers and members carrying out the Local Planning Authority function in respect of the Proposal and the officers and members carrying out the Applicant/Promoter functions in respect of the Proposal, other than formal communications appropriate to the application process such as would occur with any other third party.

**3.4** No officer or member carrying out the Applicant/Promoter function in relation to the Proposal may give any instructions to or put any pressure whether direct or indirect upon any person acting or assisting in the discharge of the Local Planning Authority function.

## 4. Arrangements for handling the Proposal

### 4.1 Local Planning Authority Functions

4.1.1 Gwyn Richards (Planning and Development Director) is the lead officer responsible for undertaking the Local Planning Authority functions arising in respect of the determination of the planning application including pre-application advice.

He is (or has been) assisted by the following officer team:

Officer	Name
Case Officer	Kieran McCallum
Design Officer	Joanna Parker
Access Officer	N/A
Archaeology Officer	N/A
Sustainability Officer	N/A
Transportation Officer	N/A
Policy Officer	N/A
Strategic Transport	N/A
Culture Mile	N/A
Chief Planning Officer	Gwyn Richards
Assistant Director Planning Development	David Horkan
Public Realm	N/A
Legal	Fleur Francis

4.1.2 The Local Planning Authority officer team will report to the Planning and Transportation Committee [or any Sub-committee appointed by it for the purpose], which will be responsible for making the decision on the planning application.

4.1.3 No Member of the Committee (or Sub-committee) noted at paragraph 4.2.2 who has participated in any decision relating to the promotion of the Proposal should sit on Planning & Transportation Committee (nor any Sub-committee) when it is considering the planning application for the Proposal.

4.1.4 Members who are appointed to the Committee (or Sub-committee) noted at paragraph 4.2.2 but who have not participated in any decision relating to the promotion of the Proposal prior to the date of the Planning & Transportation Committee (or any sub-committee) may sit to consider the planning application for the Proposal. However, any such Members should note that participation at the Planning & Transportation Committee (or any sub-committee) may affect their future involvement on the Committee noted at paragraph 4.2.2 if and when considering any future matters relating to the promotion of the Proposal and it is recommended that any such Member seek prior legal advice.

## **4.2 Applicant/Promoter (non-Local Planning Authority) Functions**

4.2.1 The officers and consultants who are (or have been) involved in the promotion of the Proposal are as follows:

<b>Departments</b>	<b>Officers</b>
Consultants/Agents	Cowan Architects (consultant project architect and acting planning agent) Faithorn Farrell Timms (FFT) – project leader and building surveyors (Cowan Architects working as sub-consultant to FFT) Brinson Staniland Partnership (BSP) – consultant mechanical engineer
Supervising Officer at City of London	Chris Sharpe, Senior Principal Building Services Engineer (City Surveyors Department)

4.2.2 The Committees (and Sub-committees) which are (or have been) involved in the promotion of the Proposal are as follows:

Committees	Board of Governors of the City of London School for Girls (14 <sup>th</sup> October 2021)
Sub-Committees	Board of Governors of the City of London School for Girls, Project Sub-Committee (20 <sup>th</sup> October 2021)

### 4.3 Implementation of Arrangements

4.3.1 The persons identified at 4.1 and 4.2 will be reviewed regularly and updated to reflect any changes in responsibilities or roles, and any such changes shall be noted on an updated Handling Note.

4.3.2 The officers identified at paragraph 4.1 and any members of the Planning and Transportation Committee identified as those who will sit on the committee or any sub-committee to determine the planning application shall not engage in any discussion or communication in relation to the planning application with other officers or members save that the officers identified in paragraph 4.1 shall be entitled to communicate with the persons identified in paragraph 4.2 as the agents for the planning application and only in the same way as those officers identified in paragraph 4.1 would communicate with any person acting as an agent in relation to planning applications in general, and save when officers identified in paragraph 4.1 are conducting formal consultation on the planning application.

4.3.3 Persons identified at 4.2 must not engage in any discussion or communication in relation to the planning application with the persons identified in paragraph 4.1, save that person/s identified as the agents in paragraph 4.2 may communicate with the officers identified in paragraph 4.1 in the same way and on the same basis as an agent in relation to planning applications in general.

4.3.4 The Handling Arrangements will be published and will be included within the publicly available planning application documents both in hard copy and electronically.

4.3.5 The Handling Arrangements will be circulated to all persons identified at 4.1 and 4.2 and recirculated to them following any amendments.

4.3.6 Any communications, documents or other information generated by those exercising the Local Planning Authority function which would not normally be shared with an Applicant should be marked “CONFIDENTIAL: LOCAL PLANNING AUTHORITY ONLY”, and should not be stored on file space accessible to any person other than those exercising the Local Planning Authority function (unless this is authorised by the Interim Development Director and Chief Planner and he has satisfied himself that, where applicable, such disclosure would be compliant with the EIA Regulations).