London Borough of Harrow

Planning and Development

Statement of Community Involvement (SCI)

January 2024

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1 Introduction

1.1 Background

The London Borough of Harrow has experienced steady growth over the last decade, with incremental development being seen across the borough. A carefully considered approach to planning and development is essential to ensuring that Harrow retains its unique character and culture in the face of this growth. To make sure that the council gets its approach to planning and development right, it will work in consultation with residents, businesses, community groups, and other stakeholders, enabling everyone to have their say on the future of our Borough.

This Statement of Community Involvement sets out the ways in which the London Borough of Harrow pledges to consult stakeholders and empower them to engage meaningfully with the planning process. This includes the various stages of the planning application process and the preparation of statutory planning documents such as the Local Plan or Supplementary Planning Documents (SPDs).

1.2 What is a Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how residents, community organisations, businesses, key stakeholders and other interested parties, can be involved in planning and development within the London Borough of Harrow ("the Council")

The Council want people who live, work and have an interest in the borough to be proactively involved in planning its future. The council are committed to ensuring that everyone has the opportunity to have an equal voice in shaping our places and spaces. The council want to make it quicker, easier and more accessible for stakeholders to have their say in the planning process.

The Council is required to prepare[1] a SCI and review it at least once every 5 years[2] to ensure effective community involvement at all stages of the planning process. This SCI supersedes the previous version adopted by the Council in 2006 and updated in 2013.

New and innovative community engagement methods have been developed since the last SCI was adopted. For example, social media and online engagement platforms have created new ways in which the Council can engage with the community. This SCI has been developed to allow for greater flexibility and enable us to reach a wider audience.

[1] Section 18 (1) of The Planning and Compulsory Purchase Act 2004 (as amended)
[2] Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

2 Community Engagement

Harrow's Communities

Harrow is a diverse borough both culturally and ethnically and contains many different types of communities. Communities are often formed of groups of individuals from a specific neighbourhood or town however, they are not only limited to a specific geographical area. Communities may be formed of groups of individuals who share a similar interest, support a specific cause or share one or more characteristics. For example, age, disability, gender, race, beliefs, sex and sexual orientation.

The Rights of the Community

The Council seek to ensure that all communities within Harrow are provided with the following rights in respect of planning and development:

a. **Right to know.** Harrow's communities have a right to know if their environment is proposed for change, to know what the Council's planning objectives are for the borough and to know how the Council is performing.

b. **Right to Explanation**. Harrow's communities have a right to an explanation of the reasons why their environment is proposed for change, the reasoning behind the Council's decision making, and the reasons why it believes its plans are the most appropriate potential change.

c. **Right to Influence**. Harrow's communities have a right to influence how their environment is proposed to change, to expect the Council to listen to their views before acting, and to expect the Council to consider those views and, where appropriate, improve its plans and decisions accordingly.

Our Principles of Engagement

The Council are committed to ensuring that all of Harrow's communities can engage in the planning process, having the right and opportunity to have their voices heard. The following Principles of Engagement are related to planning and development and were designed to improve and support our engagement with Harrow's communities:

1. The London Borough of Harrow will continue to adhere to legislative requirements, including relevant acts and regulations, in all planning matters.
2. Clear and non-technical information: The London Borough of Harrow will strive to communicate and write planning-related documents in accessible and direct terms, avoiding jargon.
3. Collaboration: The London Borough of Harrow will pursue a collaborative approach to policy development and engage communities at the appropriate level in order to deliver the best outcomes.
4. Early Engagement: The London Borough of Harrow will champion early engagement in planning matters, involving residents and other stakeholders. This will apply to both policy development and individual applications.
5. Variety of Methods: The London Borough of Harrow will proactively engage with our communities using a variety of engagement methods. This will include online and in person activities, utilising the most direct and efficient methods possible.

6. Clear Expectations: The London Borough of Harrow will set out clear expectations in relation to how applicants/developers are expected to engage with communities throughout the planning process. The council want applicants/developers to actively seek the views of all communities affected by the development. By giving this clarity, applicants/developers can feel supported in bringing forward ambitious plans that will improve our local area.
7. Outreach and Accessibility: The London Borough of Harrow will ensure that 'hard-to-reach' groups are engaged with including younger people, those with limited access to the internet, those who are linguistically diverse and those with disabilities.
8. Openness: The London Borough of Harrow will keep records of consultation responses and prepare a Consultation Statement at the conclusion of Plan Making engagement phases. The Consultation Statement will summarise the process and results of the engagement, and will explain how the responses received have informed the council's decision making process.
9. Electoral Representation: The London Borough of Harrow will invite elected representatives to meet with major development case officers, and applicants, at the earliest possible point – in order to articulate their support or concerns for major applications at an early stage.
10. Privacy: The London Borough of Harrow will treat all data submitted as part of consultation activities in line with the General Data Protection Regulations (GDPR) to ensure personal information is protected.
11. Unprecedented Events: If there are unprecedented events that stop or postpone forms of engagement or consultation run by the council, the council will ensure clear communication and prioritise the health and safety of the community, while still complying with legal consultation requirements where possible.

3 Community Engagement in the Planning Process

Community engagement in Harrow

The Council is committed to using a wide range of engagement methods and tools to pro-actively engage with communities and promote their inclusion throughout the planning process. This will continue to include traditional engagement methods as well as working innovatively with technology and the council's online engagement platform.

The council recognise that traditional methods such as pop-up events, workshops and drop-in sessions can be invaluable to gain a local perspective and community input on shaping future development. However, relying solely on these methods results in the exclusion of many people, leaving them unable to engage with the planning process. This is because traditional methods can be time consuming, intimidating, time specific or difficult to access. As a result, events are often poorly attended and fail to engage with under-represented communities.

Some of these barriers can be overcome by using online digital technology alongside traditional methods. It allows us to provide real-time information, in a variety of formats and gather information quickly and more efficiently. Using innovative online methods allows communities to take part from any location at a time that works best for them.

Increased use of social media platforms such as Facebook, Twitter, Instagram and NextDoor has changed the way people communicate and obtain local information. They can be useful tools for the Council to utilise when seeking to connect with previously hard to reach groups. These groups are typically underrepresented in traditional engagement processes, meaning their views and needs aren't heard or fully considered. The counci will make use of digital technology as much as possible as an accompaniment to the traditional engagement methods.

Levels of Community Engagement

The Council will facilitate the most appropriate level of community engagement and exercise its decision-making duties. Harrow citizens are encouraged to make full use of their roles both as voters and members of the community by voting in elections and respecting the Council procedures through the examples provided in the table below.

Level of Participation / Community Empowerment	Process	Suitable Examples
Empowering / Ownership	Community has responsibility	Neighbourhood Plans
Collaborating / Partnership	Community recognised as a partner	Community Groups
Involving	Community involved in decisions	Local Plan / Masterplans / Regeneration
Consulting	Community asked for comments	Individual provides comments on a planning application
Informing / Awareness	Community given provided information / informed of a decision	FOI / Open / Evidence base / Publication of Information / Public Access

Digital Technology

Common Methods of Engagement

A range of potential engagement methods available to the Council are listed below, however the list is not exhaustive as more effective methods are continually being developed. Further detail on each of the following engagement methods is included at Appendix 2.

- Traditional written methods (Website, letters, emails and local press)
- Online Engagement Platform (MyHarrow Talk on Engagement HQ)
- Social Media (Facebook, Twitter, Instagram, MyHarrow Account)
- Face-to-Face (Public meetings, workshops and Citizens' Panels)
- Open Access (Public exhibitions, Open days, Drop-in sessions, Leaflets and Canvassing)
- Online meetings/workshops (Microsoft Teams / Zoom)
- Site Visits

Individuals and Communities can view all new planning applications online and can set up notifications for status updates on specific applications. Signing up to LDF@harrow.gov.uk will allow stakeholders to set up email notifications for Local Plan news and engagement. Stakeholders can provide a postal address with enrolment on the LDF database if they would like to receive hard copy consultation letters, although the council aims to minimise printing where possible for environmental reasons.

Stakeholders can also keep up to date with news and events in Harrow by signing up for the My Harrow e-newsletter. In addition, the Council publishes a free online magazine called Harrow People for all Harrow's residents and businesses.

4 Planning Policy and Plan-Making

What is Planning Policy?

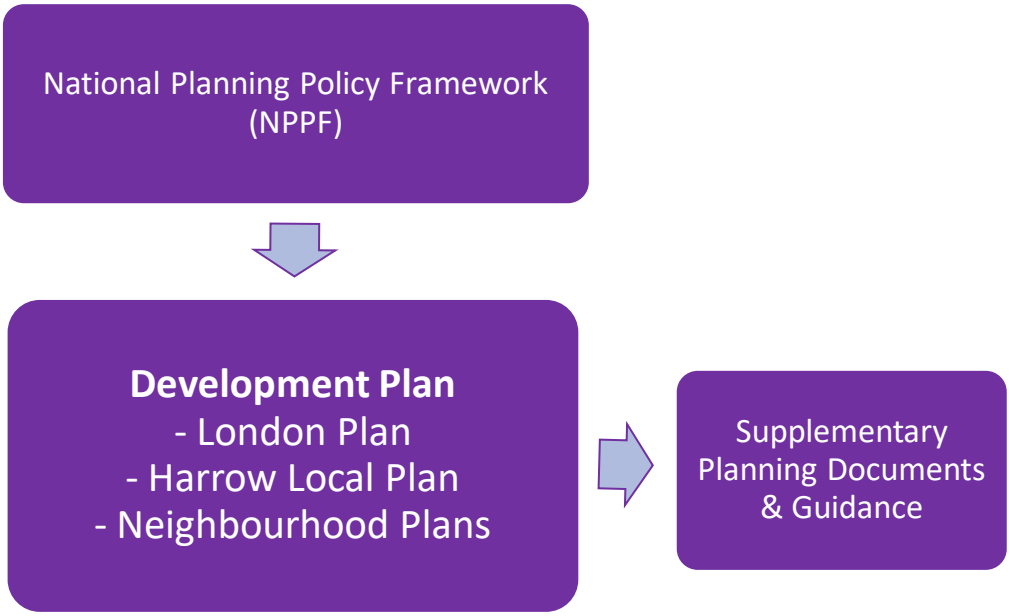
Planning policies set out the strategic framework for development in Harrow and support the Council's long-term vision for the borough. They provide detail on how the Council will address issues across the borough including housing delivery, health and inequality, economic sustainability and the climate emergency. These policies are included in Harrow's Local Plan and are used to assess the acceptability of development and determine planning applications.

Things can change over time. Changes will occur economically, politically, environmentally and socially and therefore planning policy is always evolving to respond. Policy documents are informed by evidence and are monitored and reviewed regularly by the Council to ensure they remain appropriate and effective.

It is important that communities can engage with this stage of the planning process and are encouraged to make their voices heard. The following section sets out the different planning policy documents which directly influence development in Harrow, and the stages of the preparation process stakeholders can be involved in.

Development Plan

The Development Plan is the group of planning policy documents that planning applications are assessed against. For Harrow, that includes the Local Plan (detailed below), London Plan (2021), and any Neighbourhood Plan(s). The Hierarchy of policy documents is shown below.



The London Plan is the Spatial development Strategy for Greater London, which is prepared by the Mayor of London. The current London Plan was published in 2021 and is subject to amendments, but is the basis for strategic polices across all of London. London Borough's Local Plans being brought forward shall be in general accordance with the London Plan (2021), and any subsequent amendments or versions of it.

Material Consideration	Development Plan	Local Plan Documents
National Planning Policy Framework (2021)	London Plan (2021)	Core Strategy (2012)
	Neighbourhood Plan (None in Harrow presently)	Harrow Development Management Policies Local Plan (2013)
	Local Plan Documents	Harrow & Wealdstone Area Action Plan (2013)
		Site Allocations DPD
		Supplementary Planning Documents (SPDs)
		West London Waste Plan

5 The Harrow Local Plan

What is the Local Plan?

The Local Plan in this context refers to the Local Plan documents relating specifically to Harrow and excludes the suite of documents which make up the 'development plan' being the London Plan, Neighbourhood Plans and the Joint West London Waste Plan. However, the Local Plan is required to be in conformity with the London Plan and will need to acknowledge the other documents which make up the Development Plan.

The Council will ensure communities are engaged during all stages of the Local Plan making process. Appendix 2 outlines the different methods of community engagement that are likely to be used.

The Local Plan provides a framework for addressing important issues such as housing needs, economic sustainability, health and inequality, and the climate crisis. The documents also include mechanisms for delivery and monitoring, to ensure that the plans are being implemented and are effective in managing growth and development. The following documents form the current Harrow Local Plan;

- Core Strategy
- Site Allocations
- Adopted Policies Map
- Development Management Policies (DMP)
- Harrow & Wealdstone Area Action Plan
- Joint West London Waste Plan
- Neighbourhood Plans (if adopted, none at the date this SCI was adopted).
- Supplementary Planning Documents (SPDs) (https://www.harrow.gov.uk/planning-developments)

Local Development Scheme

The Council produces a Local Development Scheme (LDS) which sets out the programme for preparing planning documents for Harrow. It is regularly updated so communities can be aware of forthcoming opportunities to participate in the preparation of planning policy documents. The

council will ensure the most recent LDS is publicly available on the Council's website and can also be viewed at the council's offices on request.

Key Stages of Local Plan Preparation

Stage	Engagement Opportunities	Council Commitments
Pre- Engagement	The Council will compile an evidence base, review the old Local Plan and Annual Monitoring Reports. This is done internally and provides the evidentiary foundation for engagement on new and updated policies.	The London Borough of Harrow will ensure that the evidence base is sound and up to date.
Stage 1: Regulation 18	This is an options testing phase. Proposed policies will be detailed and based on evidence, but further comment is needed from the community and other stakeholders to identify potential problems and to ensure the plan represents the needs and interests of all stakeholders. All Local Plan evidence base documents are publicly available and can be downloaded from the Council's Local Plan webpage.	The Council will hold a minimum of 1x Regulation 18 consultation running for a minimum of 6 weeks. If the Council feels that more community engagement is required, a second or third R18 consultation will be held. A Consultation Statement will be published detailing involvement, key issues and our response to issues raised. Hard copy documents will be available to view at Greenhill Library, and potentially other libraries in the borough. Documents will also be available to view at the Harrow Hub (Council Depot) by appointment.
Stage 2: Regulation 19	At this stage, a more complete draft of the Local Plan is published for further, more direct comment from stakeholders. Comments should focus on the legal compliance and soundness of the proposed plan – (defined as one that is positive, justified, effective, and consistent with national policy). Copies of the 'pre-submission' documents, and a statement of representations are made available for inspection. Community influence on the content is more limited in this stage. Representations are to confirm leal compliance with relevant legislation	The Council will hold Regulation 19 Consultation for a minimum of 6 weeks. Hard copy documents will be available to view at Greenhill Library, and potentially other libraries in the borough. Documents will also be available to view at the Harrow Hub (Council Depot) by appointment.

Stage	Engagement Opportunities	Council Commitments
	and requirements, rather than on addressing issues as done so within the Regulation 18 consultation phase.	A consultation statement will be published at the conclusion of the R19 consultation.
Stage 3: Regulation 22 (Submission of Plan)	At this stage, the Draft Local Plan is submitted to the Secretary of State (SoS) for independent examination. The inspector will consider all representations made during the previous consultation phases, including the Council's responses. Furthermore, the Inspector may invite further representations on specific issues, which will be considered as part of the examination in public.	There is no community consultation at this stage, but those signed up to the Local Plan newsletter will be notified. The announcement will be posted on the Council's website, consultation site and social media channels.
Stage 4: Regulation 24 (Examination)	An independent inspector will be appointed by the SoS to examine the Local Plan and make recommendations for any modifications needed to make the plan legally compliant and sound. A series of public hearings will be held on the topics included in the plan. The hearings will be open to the public to watch.	The Council will advertise the dates and times of the hearings so that anyone who wants to attend can do so.
Stage 5: Regulation 26 (Adoption)	At the conclusion of the public hearings, the inspector may make recommendations for modifications before the plan can be adopted. If so, these will be consulted on in the same manner as Regulation 19.	If the modifications are accepted the plan can be adopted. The council will produce an adoption statement, making it and the plan available to view online and in main Council buildings.

6 Neighbourhood Planning

What is Neighbourhood Planning?

The Localism Act, 2011[3], provides rights and powers which allow local communities in Harrow to shape new development by preparing a neighbourhood plan[4] or Order. They are not prepared by the Council Neighbourhood Planning is a community led process, which are delivered by way of 'neighbourhood forums' composed of local community groups. These forums have the power to prepare neighbourhood development plans, that must be in general conformity with the strategic policies of the Local Plan, to be put to the wider community for approval by means of local referendum. As set out above, once adopted a Neighbourhood Plan forms part of the Local Plan and will be able to set out planning policies for the geographical area which it is designated to cover.

Forming a Neighbourhood Forum

A neighbourhood forum should be inclusive and open in the preparation of its neighbourhood plan or Order and ensure that the wider community:

- is kept fully informed of what is being proposed
- is able to make their views known throughout the process
- has opportunities to be actively involved in shaping the emerging neighbourhood plan
- is made aware of how their views have informed the draft neighbourhood plan.

For more information on neighbourhood planning, including information on how to set up a neighbourhood forum and start preparing a neighbourhood plan, please visit the following websites:

- https://www.harrow.gov.uk/planning-developments/neighbourhood-planning
- https://www.gov.uk/guidance/neighbourhood-planning--2
- http://www.gov.uk/government/publications/localism-act-2011-overview

The role of the Council

The Council has a duty to support those wishing to progress a Neighbourhood Plan in their area. However, the Council does not draft or resource the document, but will provide support which is set out within the regulations such as (but not limited to);

- Consult on (6 week consultation) and make a decision on the boundary of the area to be covered by a neighbourhood plan;
- Consult on and make a decision on applications to set up neighbourhood forums;
- Checking the plan prior to formal submission;
- Publicise a plan proposal;
- Organise the examination by an independent examiner into a neighbourhood plan (see below for further detail);
- Organise the referendum into the plan (see below for further detail); and
- Taking the adopted neighbourhood plan into account in planning decisions in the area.

Additional information can be found in Appendix 4.

[3] https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted
[4] The Neighbourhood Planning (General) Regulations 2012

The role of the Forum

The Forum will play a primary role in the progression of the Neighbourhood Plan from initial designation to its adoption, with the role changing as the Neighbourhood Plan goes through the legislative process. The Council will assist the Forum as set out above. Prior to any submission of a neighbourhood plan boundary, the Forum shall consult the wider community through a range of methods.

Key Stages of Neighbourhood Plan Preparation

Step 1a: Community Group makes application to form a neighbourhood forum *(Steps 1a & 1b can occur concurrently)*	Council publicises and consults on the forum application for a minimum 6 weeks before a decision
Step 1b: Neighbourhood Forum makes application to designate a neighbourhood area	Council publicises and consults on the area application for a minimum 6 weeks before a decision
Step 2: Neighbourhood Forum prepares a draft plan or Order (Evidence gathering neighbourhood engagement, and assessment of Options)	Council provides technical advice and support including informal advice
Step 3: Pre-submission Stage - Publicity and 6-week consultation	Council publicises and facilitates consultation on the draft Neighbourhood Plan
Step 4: Submission Stage	Council notifies of submission
Step 5: Independent Examination	Council publishes details of Examination
Step 6: Referendum	Council facilitates and publishes results of the forum
Step 7: Adoption	Council notifies of adoption

7 Supplementary Planning Documents

Supplementary Planning Documents (SPDs) build upon and provide more detailed advice or guidance on specific Local Plan policies. An SPD may relate to a borough-wide issue or the development of a specific site or area. Whilst SPDs do not (cannot) introduce new planning policies or form part of the Local Plan, they are a material consideration in decision-making.

SPDs follow a different process to Local Plan documents, as they are not subject to an independent examination in public (EiP) by the Secretary of State. However, they are subject to consultation procedures for community involvement. The Council will engage with communities and provide them the opportunity to influence the development of new SPDs.

The diagram below outlines the key stages of SPD development and associated community engagement.

Stage	Engagement Opportunities	Council Commitments
Stage 1: Preparation	The Council will prepare an SPD where it is considered necessary to support or clarify a Local Plan policy. The SPD will be supported by local evidence and reflect the objectives of the Local Plan. The Council will publish the intention to produce an SPD on the Council's website and set up an online engagement platform, ask for comments.	The Council will prepare the SPD Consultation Strategy detailing opportunities for engagement, who is involved, and any comments made to date.
Stage 2: Draft SPD (Regulation 12/13)	A completed draft of the SPD will be published for formal consultation. Copies of all consultation material will be available online and at council buildings. Specific and general stakeholders will be contacted. The council will consult for at least four weeks, and a further consultation statement will be prepared after the consultation is finished.	A completed draft of the SPD will be published for formal consultation. The council will consult for a minimum of six weeks in line with the Consultation Strategy. All Consultation materials will be available online through the MyTalk Harrow platform. Hard copy documents will be available to view at Greenhill Library, and other libraries in the borough. Documents will also be available to view at the Harrow Hub (Council Depot) by appointment. Statutory consultees will be engaged with. A consultation statement will be prepared

Stage	Engagement Opportunities	Council Commitments
		after the consultation has concluded.
Stage 3: Second Draft SPD (if required)	Make amendments to the document and repeat Stage 2 if required.	
Stage 4: Adoption (Regulation 14)	The Council will decide whether it must produce a Sustainability Appraisal (SA)/Strategic Environmental Assessment (SEA) to formally assess the environmental implications of an SPD. This is known as "screening". The council will consult the named "statutory bodies[5]" on our (SA/SEA) screening statement and will undertake a full SA/SEA if required.	Upon adoption of the SPD, the Council will prepare an adoption statement and make it available for the public to view alongside the SPD online, and in main Council buildings

[5] The "statutory bodies" for SEA/SA are Historic England, Natural England and the Environment Agency.

8 Development Management

Development management is the process by which the Council determine planning applications for different types of development across the borough. In the determination of a planning application, the Council must take into consideration the development plan, the National Planning Policy Framework, National Planning Practice Guidance and other material consideration, which include consultation responses.

Legislation[6] sets out the Council's requirements for community engagement during the planning application process. The London Borough of Harrow are committed to going beyond the minimum legal publicity requirements and promoting best practice.

The complete planning application process can broadly be broken down into the following four stages:

- Pre-Application Stage
- Planning Application Stage
- Decision Making Stage
- Appeal Stage (Only when required)

Pre-Application Stage

The pre-application stage is the voluntary opportunity for applicants to discuss proposal with the Council prior to formally submitting them for determination. The pre-application is not a pre-determination of an application, rather it allows the Council to highlight certain issues that a scheme may have, highlight relevant policy and land constraint considerations. It also allows the opportunity to advise applicants if an application has little or no prospect of being successful. Engaging in pre-application is a paid service, which is borne by the applicant.

The council expect the applicant to undertake community engagement communities at the pre-application stage. The table below sets out our recommended approach to community engagement, to be undertaken by the applicant at pre-application stage.

Pre-Application Stage (Community Engagement undertaken by the Applicant)	
Nature of Application	Recommended pre-application engagement
Householder & Small business Development within the curtilage of a house (or a single flat) requiring planning permission. E.g. extensions, conservatories, loft conversions, dormer windows or small business premises (main property is up to 300m2)	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land/ local interest groups (e.g. neighbourhood forums and residents' associations) at earliest possible stage in developing the proposal. The use of the Council's pre-application advice service is encouraged.
Minor development This is defined as: Less than 10 homes, including the change of use to flats	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land/ local interest groups (e.g. neighbourhood

[6] Town and Country Planning (Development Management Procedure) Order 2015

Pre-Application Stage (Community Engagement undertaken by the Applicant)	
Nature of Application	Recommended pre-application engagement
Less than 1000 m² of non-residential floorspace	forums and residents' associations) at earliest possible stage in developing the proposal. The use of the Council's pre-application advice service is encouraged.
Small Major developments This is defined as: 10 - 24 homes 1,000 m² - 4,999 m² of non-residential floorspace	Discuss proposal with statutory bodies, neighbours and other nearby occupiers / owners of properties / land/ local interest groups (e.g. neighbourhood forums and residents' associations), and ward councillors at the earliest stage in developing the proposal. Flyers/mail drop to interested parties. The use of the Council's pre-application advice service is strongly encouraged.
Medium Major developments This is defined as: 25 - 150 homes 5,000 m² - 14,999 m² of non-residential floorspace	Discuss proposal with statutory bodies, neighbours and other nearby occupiers / owners of properties / land/ local interest groups (e.g. neighbourhood forums and residents' associations), and ward councillors at the earliest possible stage in developing the proposal. Public meeting with interested parties. Public exhibition and drop-in session in an accessible local venue. Publicise via website, local press, social media and flyers. The use of the Council's pre-application advice service is strongly encouraged.
Significant Major developments 151 or more homes 15,000 m² or more of non-residential floorspace or on a site of at least 2 hectares Waste development	Two rounds of consultation. Workshop/public meeting with statutory bodies/consultees, nearby occupiers, businesses, ward councillors and local interest groups (e.g. neighbourhood forums and residents' associations). Public exhibition and drop-in session in an accessible local venue. Publicise via website, local press, social media and flyers. The use of the Council's pre-application advice service is strongly encouraged.

For information on fees or to seek Pre-Application advice, please visit our webpage at https://www.harrow.gov.uk/planning-developments/planning-applications-advice-service

Planning Application Stage

The Council expects that applications will include a stakeholder consultation statement demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. The level of detail provided should reflect the scale of the development.

Once a live planning application has been submitted, the Council will carry out the relevant consultation pursuant to the particular application. Each application has an initial statutory consultation period of 21 days. The methods of consultation include:

- **Neighbour Notifications** - where required, notifications of planning applications will be sent to properties that are immediately adjacent to an application site and/or directly affected by an application.
- **Site Notices** - where required, a site notice will be put up nearby.
- **Press Notices** - where required, a public notice will be placed in the local press.
- **Council website** - information is displayed online.
- **Designated Neighbourhood Forums** - where an application is within a neighbourhood area the forum will be consulted.
- **Residents Associations** - residents associations will first need to register with us by demonstrating they are representative of their area. i.e. adhere to a constitution and membership reflective of the area. They will be consulted on applications as agreed.

Where the council receives amendments to a planning application that has been submitted, a re-consultation will be launched allowing 14 days for comments to be submitted.

A more detailed summary of the consultation process at planning application stage is included in Appendix 1. Anyone wishing to be notified about planning applications can register online. Further guidance on how to register and comment on an application can be found on this webpage.

Application Submitted - summary of requirements				
Nature of Application	Website	Site Notice	Newspaper Advert	Consultation Letter Recipients
A. Major applications † B. Departures from the Development Plan C. Any application affecting a public right of way or footpath/way (but excluding pavement crossovers, new/revised vehicular or pedestrian accesses) D. Development where the application is accompanied by an Environmental Statement E. Any planning applications (either for development or demolition) that would affect the character or appearance of a Conservation Area	✓	✓	✓	Occupier(s) of the application property. Owner/occupiers of land which has a common boundary with the application site and those close by; the extent will depend on the nature and scale of the proposal. Where relevant, neighbourhood forums and residents' associations
Minor applications* where criteria B to E do not apply	✓	Only if within a conservation area; Statutory Listed Building; or affecting the setting of a Statutory Listed Building		

† 10 or more homes, or on a site of at least 0.5 hectares; 1,000 m² or more of non-residential floorspace or on a site of at least 1 hectare; waste development

* Less than 10 homes, including the change of use to flats; less than 1000 m² of non-residential floorspace

Application Submitted				
Application Type	Website	Site Notice	Newspaper Advert	Consultation Letter Recipients
Applications for Listed Building Consent	✓	✓	✓	Dependant on the scale and potential impacts of the proposed development.

Application Submitted				
Application Type	Website	Site Notice	Newspaper Advert	Consultation Letter Recipients
				Where relevant, neighbourhood forums residents' associations, statutory consultees
Advertisement consent within a conservation area, a Statutory Listed Building, or affecting the setting of a Statutory Listed Building	✓	✓	✓	As above
Applications to remove or vary conditions	✓	✗	✗	Notify anyone who made comments on the original application.
Approval of details reserved by condition	✓	✗	✗	✗
Reserved Matters Application	As appropriate.			
Work to trees in conservation areas and TPOs	✓	✓	✗	The owner or occupier of the land on which the tree stands will be consulted.
Advertisement consent – on shop fronts or business premises	✓	✓	✗	✗
Advertisement consent - hoardings on flank walls and boundaries	✓	✓	✗	✗
Prior Approval - telecommunications	✓	✓	✗	✓
Prior Approval - other	✓	✗	✗	Only in relation to larger extensions built under the increased permitted development rights.
Certificates of Lawfulness	✓	✗	✗	✗
Revisions to applications	Where an application has been amended before a decision is made, the planning department will decide whether further publicity and consultation is necessary. In deciding whether this is necessary officers will follow the assessment set out in Planning			

Application Submitted				
Application Type	Website	Site Notice	Newspaper Advert	Consultation Letter Recipients
	Practice Guidance which states the following considerations may be relevant: Were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity? Are the proposed changes significant? Did earlier views cover the issues raised by the proposed changes? Are the issues raised by the proposed changes likely to be of concern to parties not previously notified? Where it is considered that re-consultation is necessary, the timeframe for responses will be shorter than the initial 21 days, usually 14 days.			

Decision Making Stage

Following the end of the consultation period, the council will consider material planning considerations received through consultation responses. Then a decision will be made on the planning application having regard to development plan policies and all other relevant material planning considerations. Some applications are decided by planning officers using authority delegated by the Council. The officers report includes a summary of comments received, the Council's response to them, and the reason for the decision. This is made available on the Council website.

The Constitution sets out which proposals will be decided by Planning Committee. Generally larger scale and /or particularly sensitive or controversial development proposals go to planning committee. This is a public meeting with the opportunity for members of the public to speak by prior arrangement. Any comments and objections will also be summarised in a publicly available report submitted to that meeting. Elected members of the planning committee will be presented each relevant case by the planning officer, hear from objectors (who registered to speak), the applicant and then vote on the application for approval or refusal.

The decision notice to approve or refuse planning permission for any application will be published online.

Appeal Stage

The applicant has a right to appeal where they disagree with the decision of the local planning authority to refuse planning permission, to a condition attached to a consent, or where a decision is not reached within the statutory time period. Where an applicant chooses to appeal a decision, the Planning Inspector acts as an independent decision-maker When the council has been notified of an appeal by the Planning Inspectorate, interested parties will be notified of the appeal and provided with a copy of all comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, the council will also notify all interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements. The venue will be accessible and inclusive.

Please note that should a householder application become the subject of an appeal dealt with by written representation, there may be no opportunity under the fast track Householder Appeal Service procedure to make further comment at the appeal stage. Comments received at the application stage will be forwarded to the Planning Inspectorate.

Submitted Planning Applications - Having Your Say

The process for submitting comments on applications is necessarily formal, given the need to determine applications in a timely manner. Therefore, the following requirements apply to anyone wishing to comment on an application:

- Guidance on how comments can be made on planning applications can be found at; https://www.harrow.gov.uk/planning-developments/commenting-planning-applications
- All comments must be received in writing within the consultation period (normally 21 days)
- Comments can be submitted by email, letter or online with all contact details set out at https://www.harrow.gov.uk/planning-developments/commenting-planning-applications
- Late comments will be considered where circumstances allow. Comments received outside the formal consultation period may not be able to be taken into account, depending on the stage of which the assessment, reporting and determination of the application has reached.
- Personal information (respondents signature, email address and phone numbers) as part of an objection will be redacted and not made publicly available. The content of the objection will be publicly available. The Council will follow any relevant requirements of privacy legislation.
- Petitions are able to be submitted in relation to any planning application that is publicly advertised. The Council will accept these and publish under the details of the petition organiser. Future correspondence regarding the application will be sent to the petition organiser.

Please note that only Planning Considerations will be taken into account, such as (but not limited to);

- Local Plan policies compliance
- site specific issues such as overlooking, loss of light, loss of outlook, loss of privacy.
- transport problems
- layout and design, impact on the character of the area

Whilst the above points are able to be considered as part of comments to a planning application, it is important to note the Council is unable to take other matters into consideration, as they are outside of planning legislation. Such considerations include (but not limited to);

- Potential impacts on property values
- Boundary disputes
- Loss of a view
- Construction noise (dealt with by environmental health legislation)
- Foundations and sewerage (dealt with by building regulations)

Where We Won't Consult

Planning Services will not consult on the following types of applications:

- Certificate of lawfulness of proposed use or development
- Details pursuant to conditions
- Non-material minor amendment applications

This is because they are assessed against legal tests set out in planning legislation. There is no scope to take into account representations when making the decision on these types of applications.

Planning performance Agreements (PPAs)

The London Borough of Harrow strongly encourage a collaborative approach to important developments using Planning Performance Agreements (PPAs). These are generally used for large scale developments but can also be used for smaller scale schemes depending on the detail of it. They encourage joint working between the applicant and the Council and can help bring together other parties such as statutory consultees and local residents. They are also useful in setting out an efficient and transparent process for determining applications. All PPA's would include a community engagement strategy, the detail of which would be proportionate to the development to which it relates.

9 Other Policy Documents

Community Infrastructure Levy (CIL) Charging Schedule	The Community Infrastructure Levy (CIL) Regulations allows the Council to set charges which developers must pay when bringing forward applicable developments within the borough. The CIL contributions received by the Council are used to fund the provision, improvement, replacement, operation or maintenance of infrastructure needed as a result of development (i.e schools, transport schemes, health facilities, open space and sports facilities). The CIL Charging Schedule is available to download from the Council's CIL webpage and can be viewed at the Council's offices upon request. The process for producing a CIL charging schedule is set out in legislation. The setting of charges is based on technical evidence of viability and therefore the public consultation tends to be more formal. Relevant details of CIL Charging Schedule reviews/updates will be made public on the Council's CIL webpage and will be publicised using social media if considered appropriate. Link to CIL page: https://www.harrow.gov.uk/planning-developments/community-infrastructure-levy
Neighbourhood Community Infrastructure Levy (NCIL)	At least 15% of Harrow's CIL money will be reserved for Neighbourhood CIL allocation. This money must be spent on projects that take account of the views of the communities in which development has taken place and supports the development of the area in which the CIL is generated. The percentage is more (25%) if there is a neighbourhood plan or a neighbourhood development order in place. The CIL Regulations (2010) state that the views of the community should be reflected in the allocation of NCIL, therefore twice-yearly community engagement will be undertaken to identify potential projects from community members.
Article 4 Directions	Developments that do not require planning permission are outlined in the General Permitted Development Order (GPDO) 2015. An Article 4 direction is a mechanism by which a Council can remove these permitted development rights. They allow us to control what does and does not need planning permission. Article 4 directions can only be introduced where it meets the necessary legal test. The Council will follow the minimum statutory consultation requirements as set out in Schedule 3 of the GPDO. Current Article 4 Directions can be viewed on the Council's website
Conservation Area Appraisals and Management Strategies (CAAMS)	A Conservation Area Appraisal describes the special character and appearance of a conservation area and its historic and architectural significance. As such, it is a document which not only informs but which can also help shape planning decisions within the area. The Management Strategy builds on and responds to the appraisal and informs future development to ensure that it is specific to the needs of the conservation area and conserves the special qualities.

	The Council will engage with local residents, residents' associations and conservation societies in the process of producing a new draft conservation appraisal or management plan. Current Conservation Area Appraisals and Management Strategies (CAAMS) can be viewed on the Councils website: https://www.harrow.gov.uk/planning-developments/biodiversity-conservation

10 Further Information

Contact Us

6.2 If you have any comments about either Local Plans or Planning Applications, please contact the Planning Policy department directly through one of the following methods:

- For Local Plan queries please email ldf@harrow.gov.uk
- For Planning Applications and Pre-Application advice please email planning.applications@harrow.gov.uk
- Contact us by letter: Planning Services, 1 Forward Dr, Harrow HA3 8NT

Planning Information

6.3 Excellent sources of information about planning are the Government website, Planning Portal and the Royal Town Planning Institute.

6.4 The Government websites contains National Planning Practice Guidance on a number of planning topics as well as a cross reference to the national planning policy in the form of the National Planning Policy Framework.https://www.gov.uk/government/collections/planning-practice-guidance

6.5 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 http://www.planningportal.gov.uk

6.6 The Royal Town Planning Institute (RTPI) aims to advance the science and art of planning for the benefit of the public, and contains many useful guidance notes http://www.rtpi.org.uk

Appendices

Appendix 1 – Methods of Community Engagement

Methods Explained

Public Roadshows
These have been the traditional method of informing and receiving comments and feedback from the public and have been very effective over a long period. They are an on open invitation to members of the public to attend meetings at specific venues at a given time to engage directly with Council Officers. The time and the venue must be carefully selected to ensure that people are able to attend and that the venues are suitable. The Council will ensure that this method of engaging the public continues.

Focus Groups
These are typically made up of local people or people with specialist knowledge or interest in a particular planning issue. Focus groups need not be representative of the general population and are primarily used to focus discussions / decisions around a specific topic or place. The Council also uses focus groups in pre-consultation to help identify issues that the wider public may wish to address through the formal consultation process.

Community Surveys/Questionnaires
This is an effective way of providing and collecting information when a large number of people need to be engaged. Questionnaires can be used to ask residents and other stakeholders to give their preferences and comments on, for example, what they see as key issues and priorities. This technique should be combined with other forms of engagement such as public roadshows and care must be taken to ensure that issues are clearly stated to avoid confusion or misinterpretation. Surveys can be provided in languages other than English upon request.

Public Exhibitions
These are usually in the form of information put on public display for examination and observation so that people can provide comments and input to Council proposals. Such exhibitions could be sited at appropriate locations and manned by professionals and officers capable of explaining detailed proposals and answering questions. The location and time of exhibitions must be appropriately advertised and a clear explanation given of any detailed plans and supporting documents that will be available.

Media Coverage/Briefings
Press releases, TV and Radio etc can be effective ways of disseminating information. Other methods such as newspaper articles, advertisements and press briefings are effective for making local people aware of local issues and consultations. The Council will take advantage of these at different stages in the preparation of each Local Plan document. This medium will be particularly important at stage one of the statutory consultation process and when any of the Council's plans are being agreed for submission to the Secretary of State. Radio and TV are recognised as having the potential to reach a significant number of people and their use will be considered where appropriate.

Summary Information
To ensure that the whole community is informed at key stages of the plan's preparation, the Council will publish and distribute, in both electronic and paper form, newsletters that

will explain the Local Plan process and set out progress in the preparation of Local Plan documents. Articles will be placed in the local press and the Council's own magazine (Harrow People).

Appendix 2 – Potential methods for Community Engagement (Local Plans)

Method	Advantages	Disadvantages	Costs involved
Letters or emails to statutory bodies and individuals	Reaches a wide audience of people inexpensive. Can be used to invite views and explain the Council's view and rationale for a certain position. Can be provided in languages other than English upon request.	May not reach those with reading difficulties.	Low
Online Engagement Platform (MyHarrow Talk - Engagement HQ)	Provides a full cycle engagement program. Informs stakeholders about the project, provides a range of engagement methods (Survey, Ideas, Map, etc), provides links to all necessary documents, timelines, contacts, events, etc. Has a sign up button so that visitors can stay informed about the project when it is updated. Can be kept online after the consultation closes so that respondents can refer back to materials and the council can post updates and feed back on what was heard. Links to the page can be provided through email, social media, letters & site notices (QR Code), council websites and newsletters. The webpages can be translated to other languages with the Google Translate page add on.	Requires internet and computer literacy to connect.	Low - Annual fee – utilised by the whole council.

Method	Advantages	Disadvantages	Costs involved
Public Exhibitions/ Open Days/Road Shows	Opportunity to inform people about proposals and projects. Options can be clearly set out and presented all at once. Exhibitions can be moved between locations for maximum targeting. Can be used to generate feedback on a topic	May only reach audience with interest in that topic. Information flow is largely one-way, though feedback can be requested (e.g. book to record comments, self-administered questionnaires).	Low - cost of hiring the venue, and staff time setting up the exhibition.
Council websites (internal) and the public website)	Easy means of referring people to information in a short period of time.	Extent of internet access in the borough will be an issue.	Low
Microsoft Teams / Zoom Workshops (Online)	Opportunity to inform people about proposals and projects. Options can be clearly set out and presented all at once. Can be used to generate feedback on a topic.	Not everyone has access to satisfactory internet, computers, or software. Some people not comfortable engaging online, preferring to attend a physical exhibition.	Low
Council Magazines and Publications e.g. 'Harrow People'	Reaches a wide range of residents. Useful when needing to broadcast information and gives people an opportunity to respond.	Extent of readership may be limited. May not reach non-residents of the borough.	Low
Leaflets, Newsletters	Coverage is potentially wide, reaching residents and non-residents. Can be used to invite views. Can be high profile publicity.	Can generally give limited information. May result in a poor response. Information flow is largely one-way, although can inspire debate amongst residents. May not reach those with reading difficulties	Medium
Local press briefing and public notices	Information can be provided in some detail.	Not definite that a story will get in the press. May not reach those with reading difficulties.	Medium

Method	Advantages	Disadvantages	Costs involved
Consultative documents requesting public comments	Clear statement of purpose and reasoning should be apparent. Anyone can respond. Amenable to process on the web.	Relies on initiative of responders. Responses not likely to be representative of all opinion/interests. Can be hijacked by dominant and more resourceful individuals and organisations. May not reach those with reading difficulties.	Medium / high - costs of publishing the documentation and administering the distribution and feedback process. Costs reduced if the process is done on the web.
Public meetings (online or in-person) with displays	Combines the advantages of exhibitions with more informed discussion and opportunity to comment. Involves, informs and empowers the local community. Can involve different language groups using interpreters.	Relies on those who attend to comment, and hence can sometimes be unrepresentative. May only attract those with negative views. Many do not feel able to participate, as can be hijacked by more dominant and resourceful individuals. Size is limited by venue	Medium
Workshops and seminars (online or in-person)	Opportunity for stakeholders to make their opinion heard in a public debate. Encourages active citizenship. Encourages participants to develop a stronger and more relaxed working relationship. Can involve different language groups using interpreters.	Depends on stakeholders to take part.	Medium - cost of hiring appropriate facilities for period of the workshop.
Surveys/ Questionnaires (online or in-person)	Good sampling technique should ensure that all shades of opinion are canvassed and captured. Can be geographically focused in terms of neighbourhoods, town centres, and open space.	Can appear to be remote; while it captures public opinion, it does not necessarily capture opinion or the interests of institutions, corporate bodies and developers etc. May not reach those with reading difficulties.	Medium - skilled exercise which should be undertaken by trained staff or professionals. Can be low or medium expensive.

Method	Advantages	Disadvantages	Costs involved
	Can be used to reach particular target groups. Can be provided in languages other than English upon request.		
Focus groups and discussions	A participatory approach, which can explore views on specific issues. A two- way process which gives clear encouragement to contribute ideas and views. Can be used to reach a target audience and those that do not respond to traditional forms of consultation. An opportunity to explore the factors which support an individual's opinion. Good for sensitive subjects where individuals may not respond to a structured questionnaire/ group discussion. Can involve different language groups using interpreters.	Can be very time consuming, and relies on good-will of respondents. Ultimately the group's views are only as representative as the group itself, i.e. selection of the group is very important. Cannot be used to extrapolate results for the whole population. Requires skilful facilitation	Medium - more costly if data is examined by a Consultant
User panels and representative groups e.g. Conservation Area Advisory Committee (CAAC), Planning Policy Advisory Committee (PPAP)	Provides a platform that is stable, can be very knowledgeable (representative groups) and gives a sense of involvement. Can be used to address more technically complex issues.	Where volunteers are being used, there is a need for frequent replacement.	Low/ Medium
Participatory forums/Community forums	Provides the opportunity for participation in the process and procedures of planning. Strong two-way process.	Strong personalities may dominate proceedings	Medium
External Consultants	Can provide specialised and focused facilitation	May play a limited role in the consultation	High

Method	Advantages	Disadvantages	Costs involved
	for engagement events. This can allow for new and innovative engagement techniques to which participants respond more constructively.	process and a very specific approach may not fit with the consultation aims.	
Councillor and MP surgeries	Local residents and groups have access to elected representatives.	There may be some disappointment as it is not always possible for Councillors and MPs to intervene in the planning system in the way that their constituents might want because they must operate within the confines of planning law/policy	Nil
Local amenity, tenant and other groups	They have a wealth of local knowledge and play a vital role in expressing the concerns or needs of the local community.	They do not necessarily speak for all of the community as there is often more than one view on a development or proposed plan.	Nil

Appendix 3 – Categories of Planning Applications

Application Category	Development Type	Thresholds
Major Applications	Residential	10 or more new homes
		0.5 ha site area
	Non residential	1,000m^2 or more floorspace
		1.0 ha site area
	Change of use	Any change of use or conversion within the above major categories
	Waste	Any development designed to be used wholly or mainly for the purposes of treating, storing, processing or disposing of refuse or waste materials
	Approval of details	Where the details fall within the above major categories
	Variations of a permission	Involving building works within the above major categories
Minor Applications	Residential	1 to 9 new homes
	Non residential	Less than 1,000m^2 floorspace
		Less than 1.0 ha site area
		Alterations within the curtilage of non-residential properties
	Change of use	Any change of use or conversion not within the above major categories and including alterations/extensions requiring planning permission
	Variations of permission	Involving building works within the above minor categories
Other	Change of use	Any change of use or conversion not within the above major categories and not including alterations/extensions requiring planning permission
	Special consents	Advertisement consent
		Certificate of lawfulness applications
		Listed building applications
		Conservation area consent applications
		Consultations from neighboring authorities
		Prior approval notifications

Application Category	Development Type	Thresholds
	Variations of permission	Involving change of use within the above major and minor categories
Householder	Householder development	Any householder extensions/alterations
		Any householder outbuildings/garages
		Any householder hardstandings/vehicular accesses
		Any householder swimming pools
		Satellite dishes on domestic properties

Appendix 4 - Neighbourhood Planning: Advice and assistance policy

General support:

- General guidance - the Council will prepare and maintain a Neighbourhood Planning Protocol, outlining what neighbourhood planning is, the various stages involved, and the roles and responsibilities.
- Harrow Council neighbourhood planning webpage
- Frequently Asked Questions on neighbourhood planning (on the neighbourhood planning webpage)
- Advise local communities interested in neighbourhood planning at an early stage to help them decide whether a neighbourhood plan is suitable for their ambitions
- Disseminating information on local case studies on the website (as these emerge)
- Signposting to relevant external resources

Support to forums preparing neighbourhood plans and neighbourhood orders:

The London Borough of Harrow will subject to resources provide the following in-kind assistance:

- Provide an initial meeting with neighbourhood forums to set out the general and specific level of support that can be provided
- Subject to officer availability, attendance at briefings and meetings to provide advice (e.g. on consultation and engagement) and mediate if required
- Electronic maps of your neighbourhood area and relevant planning designations (pdf, print outs or GIS maps)
- Information on planning designations and planning policies for the area
- Guidance on conformity with national and local strategic policies
- Assistance, where relevant, with carrying out the Strategic Environmental Assessment, and if required, a full Sustainability Appraisal and Habitats Assessment.
- Guidance in designing community consultation activities on planning issues
- Assistance with the identification of the statutory consultees
- Subject to officer availability, support for community planning events (e.g. facilitation, feedback, presentations)
- Provide advice on who to consult in relation to additional requirements for a neighbourhood development order

PLEASE NOTE:

The above assistance will be subject to demand and available resources. The Council will expect community groups/neighbourhood forums to give ample notice to allow the Council to respond to any requests in the most helpful way. There will not be any funding for neighbourhood forums from the London Borough of Harrow; however, the council will advise the public on any potential funding opportunities and where further help and advice is available.

Advice and support provided by the London Borough of Harrow is done so without prejudice and cannot be considered to be binding on the Council when it subsequently carries out its formal duties under the Act, such as determining applications to designate a neighbourhood area or forum, or determining legal compliance prior to publishing a draft plan etc.

The requirement under the Act for Local Planning Authorities to provide advice and support should not be construed as an obligation for the Authority to agree with proposals made by the

neighbourhood forum. Where the Local Planning Authority is required to make a formal decision (i.e. determining applications to designate a neighbourhood area or forum, or determining legal compliance prior to publishing a draft plan etc), the Council will have regard to the relevant legislative requirements and the National Planning Policy Framework / National Planning Practice Guidance.

Appendix 5: Statutory and Non-statutory Consultees

As defined by the Town and Country Planning Regulations (2012) as amended.

- The Environment Agency;
- Canal and River Trust;
- Forestry Commission;
- Historic England;
- Natural England;
- The Mayor of London;
- The Civil Aviation Authority;
- Ministry of Defence;
- Homes England;
- Sport England;
- NHS – North West London;
- The Office of Rail and Road Regulation;
- Transport for London;
- Each Integrated Transport Authority;
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
- The Marine Management Organisation.
- Neighbouring Local Planning Authorities (Barnet Council, Brent Council, Ealing Council, Hillingdon Council, Three Rivers Council, Hertfordshire Council Hertsmere Council, Watford Council)
- The bodies prescribed for the purposes of section 33A(9) of the Act are each local enterprise partnership.
- In this regulation "local enterprise partnership" means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area.

The Council also consults with a number of other organisations and individuals who are also included on the Planning Services Database. These include:

- Local Residents
- Voluntary organisations
- Civic and amenity groups
- Religious organisations
- Disability groups
- Local Businesses
- Land owners in the Borough and local agents
- Essential Service Providers (Fire, Ambulance other Council departments)
- Conservation Area Advisory Committee

The Council will seek to engage with groups representing the nine protected characteristics under The Equality Act: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.