



# North Hertfordshire District Council

## Statement of Community Involvement

Revised draft for consultation  
December 2014

# Statement of Community Involvement – Revisions for Consultation

## SECTION 1 : INTRODUCTION

### The need to review the Statement of Community Involvement

- 1.1 The Statement of Community Involvement (SCI) sets out how North Hertfordshire District Council will involve the community in the preparation, alteration or review of local planning policies or in determining planning applications. The council, as the local planning authority, is required to prepare an SCI in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004.
- 1.2 The council first adopted an SCI in 2006 which was revised in 2012 to reflect a number of changes in the legislation and regulations, affecting the way in which the council prepares local planning policy documents. The revised SCI was adopted by Full Council in December 2012.
- 1.3 Since adopting the SCI in 2012, it has become clear that the use of social media to raise awareness of local issues has increased significantly. It is considered that the SCI needs to be amended to reflect how the local planning authority will consider comments made through social media in the preparation of the Local Plan and in determining planning applications. Other changes are also proposed to ensure that the SCI is up to date. New text is underlined and where deletions are proposed, these are shown with a line through, e.g ~~Statement~~.

### Consultation on the proposed 2014 revisions to the Statement of Community Involvement

- 1.4 Consultation on the limited revisions to the SCI will take place with all key stakeholders, including statutory consultees, local community organisations and businesses.
- 1.5 The consultation paper will be made available alongside the Local Plan Preferred Options consultation documents on the council's website, at the Council Offices and in local libraries. The consultation period will run from Friday 18<sup>th</sup> December 2014 to Friday 6<sup>th</sup> February 2015. Comments and representations can be made via:

The Planning Policy pages on the council's website:

[www.north-herts.gov.uk](http://www.north-herts.gov.uk);

by email to:

[sci@north-herts.gov.uk](mailto:sci@north-herts.gov.uk)

or by post to:

Local Plans  
North Hertfordshire District Council  
PO Box 480  
Sale  
M33 0DE

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- 1.6 Comments and representations received in response to this consultation will be considered and the SCI reviewed and amended where appropriate, before being presented to Full Council for approval to adopt.

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### SECTION 2 : THE LOCAL PLAN

- 2.1 The timetable for preparing the Local Plan and the documents associated with it is set out in the Local Development Scheme (LDS). The LDS is kept under review and is available to view on the council's website.
- 2.2 The Local Plan can be made up of three types of document; Development Plan Documents, Supplementary Planning Documents and Neighbourhood Development Plans. The stages of preparation for development plan documents and supplementary planning documents are set out in the following section

#### Development Plan Documents

- 2.3 Development Plan Documents which have to go through certain stages of community participation before being submitted to a government appointed Inspector for examination prior to adoption by the council if the examination finds it sound. Development Plan Documents could include the Core Strategy, Development Policies or Land Allocations. The council has decided to prepare a Local Plan which will include both development policies and land allocations.
- 2.4 There are several stages involved in preparing a Development Plan Document, outlined in Table 1 below:

Table 1 : Stages of Plan Preparation

Stage of Plan Preparation	Commentary
Research (Regulation 18)	<p>During the early stages of plan preparation, the council will gather information and evidence about the area in order to assess and identify issues and options for addressing the needs of the area.</p> <p>Consultation during these early stages may include detailed stakeholder consultations or wider more extensive consultations.</p> <p>The council will also assess the requirements of government guidance, other corporate strategies and technical information in order to put a draft document together.</p>
Draft Plan (Regulation 18)	<p>A draft plan may be published to get some feedback from both the community and stakeholders. A draft document will be made available for public consultation for a minimum period of six weeks, allowing written representations to be made. In some circumstances the consultation period may be extended if, for example, it coincides with a holiday period.</p> <p>The feedback received during these consultation periods will be used in the preparation and revision of the development plan document before moving onto the</p>

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	<p>next stages. At this stage the draft development plan document will be subject to a Strategic Environmental Appraisal (SEA) and Sustainability Appraisal (SA).</p>
<p>Publication (Regulation 19)</p>	<p>Each Development Plan Document will be published for a formal consultation period. Written representations will be invited on the content of the documents subject to consultation. At this stage the consultation period will be advertised and the documents circulated to all the statutory consultees. The council will prepare a summary of the representations which will be presented to the Inspector at the examination.</p>
<p>Submission (Regulation 22)</p>	<p>Once consultation has been completed, the document will be submitted to the Secretary of State (represented by the Planning Inspectorate) for independent examination. All the background evidence, the SEA/SA and a statement of public involvement in the process will also be submitted for examination and made available on the council's website.</p>
<p>Examination (Regulation 24)</p>	<p>An examination will be held by an Inspector, appointed by the Planning Inspectorate. The Inspector will examine the documents submitted to him and may ask the council for additional information before opening the formal examination. In most cases, an Inspector will hold a Pre-Hearing Meeting to explore the main issues. The hearing sessions will be arranged with six weeks notice given in advance of the beginning of the hearings. Only those people who submitted representations at the publication stage are entitled to be heard at the examination, although third parties can be invited by the Inspector at his discretion.</p> <p>The Inspector will assess the "soundness" of the plan and will prepare a report for the council. That report will set out the Inspector's recommendations to the Council. The council must then consider the report and the recommendations.</p>
<p>Adoption (Regulation 26)</p>	<p>The council will adopt the Development Plan Document as soon as practicable following consideration of the Inspector's report. The Development Plan Document will then become part of the local plan for the District.</p> <p>The documents will be published on the council's website and all of those people who made comments will be informed.</p> <p>Hard copies will be available to view at the Council Offices and may be available to purchase.</p>

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### Supplementary Planning Documents

2.5 Supplementary Planning Documents or Planning Briefs which will also be subject to public consultation but do not have to be examined by an Inspector before being adopted by the council.

2.6 There are several stages involved in preparing a Supplementary Planning Document or a Planning Brief, outlined in Table 2 below:

Table 2 : Stages of SPD Preparation

Stage of SPD Preparation	Commentary
Research	Background information will be gathered (including community input where appropriate) and government advice will be assessed and a draft document will be published.
Consultation	The draft will be subject to involvement by the general public, community organisations and stakeholders. Consultation will take place for a minimum of four weeks. We will publish the consultation documents on the council's website and place them in the local libraries.  All comments will be considered and amendments will be made to the final document if that is appropriate.
Adoption	When a Supplementary Planning Document is adopted by the council it will be published on the website together with a statement of the representations received, the response to those representations and an adoption statement. All those who made comments will be informed. Hard copies will be available to view at the Council Offices and may be available to purchase.

### Neighbourhood Development Plans

2.5 Neighbourhood Plans can be prepared by Town and Parish Councils or a designated Neighbourhood Forum. They can set out planning policies for a particular area. Neighbourhood Plans can combine more than one area or they may relate to a particular part of a parish. The process for preparing a neighbourhood plan is set out in the Neighbourhood Planning (General) Regulations 2012. Once a neighbourhood plan has been successfully prepared it becomes part of the local plan for the District.

2.6

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### SECTION 3 : COMMUNITY INVOLVEMENT IN THE LOCAL PLAN

#### Who will we consult?

3.1 The council is committed to involving as many local people, groups and organisations as possible in developing its planning policies for the District. An extensive consultation database is already in place which includes the following types of organisations:

- ❖ Statutory consultees; (see Appendix 1)
- ❖ Central government departments;
- ❖ Town, Parish and Community Councils;
- ❖ Parish Meetings;
- ❖ Hertfordshire County Council;
- ❖ Hertfordshire District and Borough Councils;
- ❖ Neighbouring local authorities;
- ❖ Neighbouring Parish Councils;
- ❖ The North Hertfordshire Partnership (LSP);
- ❖ Letchworth Garden City Heritage Foundation;
- ❖ Local community groups and organisations;
- ❖ Black and minority ethnic groups;
- ❖ Religious / faith groups;
- ❖ Disabled persons organisations;
- ❖ Developers, landowners and agents;
- ❖ Businesses and business interest groups; and
- ❖ Individual members of the public.

This list is illustrative, not definitive.

3.2 The Town and Country Planning (Local Planning)(England) Regulations 2012 defines “specific consultation bodies” and “general consultation bodies” and these are listed in Appendix 1.

#### Hard to Reach Groups

3.3 There are a number of groups that traditionally do not normally take part in the planning process. In North Hertfordshire these groups are considered to be:

- ❖ People with disabilities;
- ❖ Black and ethnic minority groups;
- ❖ Working age people;
- ❖ Young people; and
- ❖ Gypsy and Traveller communities.

3.4 The council’s Policy and Community Services team has established links with these “hard to reach groups”. In preparing planning documents the Planning Policy and Projects Team will work with the Community and Policy Teams to further develop those links and try to encourage more involvement in the future.

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### How can I become a consultee?

- 3.5 The consultation list is continually updated. If you would like to add your name to that list, please contact the Planning Policy and Projects Team using the details below:

Local Plans  
North Hertfordshire District Council  
PO Box 480  
Sale  
M33 0DE

Email : [localplans@north-herts.gov.uk](mailto:localplans@north-herts.gov.uk)

Telephone : 01462 474000

To ensure that you receive all the information that you are interested in, we need your name, organisation (where appropriate) and either a postal address or an email address.



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### SECTION 4 : THE LOCAL PLAN - METHODS OF CONSULTATION

- 4.1 Some of the methods we can use for community involvement are listed in the table below. The list is not definitive but it includes those methods which we consider to be the most effective and practical for preparing the local plan. We will use a variety of these methods to engage and consult with the community as and where appropriate.

Table 3 : Methods of Consultation

Methods for notifying and consulting	Comments
Libraries and Council Offices	Copies of consultation documents will be placed at the Council Offices and in the local libraries across the District. These will be available for inspection during normal opening times.
Letters and email	<p>It is a statutory requirement that all statutory consultees are notified in writing (which maybe by email) when a document is published for consultation. In some circumstances a number of general consultees may also be notified in writing, where a document may be of particular interest.</p> <p>The council will encourage greater use of email in the future as this helps to reduce costs.</p>
Website	<p>It is a statutory requirement that documents are available to view on the council's website; <a href="http://www.north-herts.gov.uk">www.north-herts.gov.uk</a></p> <p>The website will also include information and updates on the local plan and background documents supporting the local plan. There will also be the opportunity to comment directly on consultation documents through the website during open consultation periods.</p>
Advertisements	The council usually publicises all major consultations in the local newspapers which are circulated in the District. The following types of applications are advertised in local newspapers; major planning applications; departures from the development plan; listed building consents and conservation area consents
Local Media	Press releases are prepared at the start of the consultation period for local plan documents. These can be supplemented during the consultation period where particular issues are raised or to further raise awareness.
Town, Parish and Community Councils	The council will consult the Town, Parish and Community Councils within the local authority area and in adjoining local authority areas where appropriate. The council will

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	also encourage the Town and Parish Councils to use their own newsletters, magazines and notice boards to further publicise consultations for the local plan.
Exhibitions	<p>Exhibitions are expensive to stage in terms of exhibition material, publicity, venue charges and staff time.</p> <p>In exceptional circumstances the council may decide to hold exhibitions to help explain the content of a consultation document.</p>
Focus Groups / Discussion Workshops	Focus groups or discussion groups may be used by the council to explore selected issues with particular groups within the community. These groups can be expensive to run and require significant amounts of staff time, however participants can be easily recruited from the council's Citizens Panel database. They may provide an opportunity to explore issues in some depth and gain detailed and focussed comments.
Posters and Leaflets	<p>Posters and leaflets can be a useful and immediate way to draw attention to a local plan consultation.</p> <p>Posters can be particularly effective where there are community notice boards and large numbers of people passing them.</p> <p>There are however issues to be considered in producing leaflets as they can be relatively expensive if delivered to every household and business in the District.</p>
NHDC Outlook Magazine	We have consistently used Outlook to inform residents and local businesses about preparation of the local plan. However, the publication dates for the council's newsletter do not always coincide with consultation periods. We will continue to provide updates on the local plan through Outlook.
Social Media	The council has started to explore the use of social media to inform residents, local groups and organisations about consultations for the local plan. The use of social media may increase in importance as a method of raising awareness of the issues and documents being prepared for consultation as well as the publicising the methods of responding to a consultation.
Questionnaires and Surveys	Questionnaires and surveys are an effective way of gaining focussed views on a consultation document, particularly in the early stages of the process.
Response forms	The council provides a response form for all local plan consultations. These are accepted in addition to responses by email or correspondence.
Use of existing	These organisations, such as the North Hertfordshire

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partnerships, forums and panels	Partnership (LSP), the Local Enterprise Partnership, local educational establishments, North Herts Health and Wellbeing Partnership and the Planning Services Customer Liaison Panel can provide representative views from a range of organisations and agencies as well as specific community groups.
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- 4.2 Comments in response to a consultation document can be made by:
- ❖ email;
  - ❖ in writing; or
  - ❖ using the council's online consultation software.
- Full details of how to make comments are included in all consultation documents and in the advertisements that the council places in local newspapers.
- 4.3 In some instances, the council receives hard copy petitions in response to local plan consultation documents. For the purposes of recording representations made in this way, the subject of the petition will be noted as a representation and the person responsible for submitting the petition will be recorded and will be kept informed of the progress on the Local Plan. The signatories to the petition will not be recorded or added to the local plan database. For on-line petitions please refer to paragraph 4.4.
- 4.4 Increasingly, comments and objections are posted onto social media web pages and on-line petitions. There are a wide variety of social media pages and groups of which the council is not necessarily aware, e.g private Facebook groups and does not have the resources to monitor the activity on these sites. Comments and objections made in this way therefore will not be taken into account when formally considering all the representations made in response to a consultation document, unless they have been formally submitted to the council, in which case they will be recorded and considered in accordance with paragraph 4.3. Comments made on the council's own Twitter feed and Facebook page will be monitored but will not be taken as formal representations to the consultation.
- 4.5 Comments are sometimes submitted to councillors and other elected representatives by email, letter or by other methods. These comments will not be considered as formal representations, unless they are forwarded to the Planning Policy team.
- 4.6 It should also be noted that comments by telephone are not accepted as formal representations to consultation documents.

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### SECTION 5 : WHAT WILL WE DO WITH YOUR COMMENTS?

- 5.1 The council will ensure that when consultation is undertaken, all comments will be used to inform the content of the planning documents. Inevitably the comments and representations made will conflict and it will not be possible for the council to amend the planning documents to suit everyone but the council will consider all the comments carefully and will respond to the issues raised.
- 5.2 At the end of a consultation period, the council will analyse all of the comments received and will prepare a summary of the comments. This summary will be presented to Cabinet or Full Council as a background paper to any recommendation for changes to the planning document. When the council submits a planning document to the Secretary of State it must be accompanied by a statement of consultation which sets out a summary of the representations received, the main issues raised and the council's response to those representations. All of the comments and reports will be made available to view on the council's website and at the council's offices on request.
- 5.3 Any individual or organisation making comments on this draft revised SCI, any development plan document or a supplementary planning document will be added as a consultee on our electronic database.
- 5.4 Please note that the council, in its absolute discretion, reserves the right not to consider or include comments which are inappropriate including:
  - ❖ comments of a discriminatory nature (age, gender, disability, ethnicity, religious belief and sexual orientation) including racist and homophobic comments;
  - ❖ inflammatory or offensive comments (of a foul or abusive nature); or
  - ❖ any other comments of a similar nature that it deems inappropriate.

If a written response to a consultation is received which contains inappropriate content as listed above, this will be discarded from the consultation and, where there is a postal address, will be returned. In these circumstances the respondent will be given an opportunity to make their comments using more appropriate language so that they can be considered as part of the consultation process.

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### SECTION 6 : COMMUNITY INVOLVEMENT IN DETERMINING PLANNING APPLICATIONS

- 6.1 Planning applications must be determined in accordance with the National Planning Policy Framework (NPPF), and the development plan, the Saved Local Plan 2007, unless material considerations indicate otherwise.
- 6.2 The greatest influence the community can have is when those policies are being prepared. However, many people only interact with the planning system when they wish to make a planning application of their own or make comments on an application which affects them.
- 6.3 It is important to ensure that the community is involved in the determination of planning applications, particularly major applications. The council is required to undertake consultation on all planning applications that it receives. There are two main stages where we may consult external bodies at the pre-application stage and formal consultation once a planning application has been submitted.

#### Pre-Application Consultation

- 6.4 Anyone considering making an application for planning permission can approach the council for informal views prior to submitting a formal application. Any advice given at this stage is not binding, but it can help to save the applicant's time and money in pursuing schemes which may need radical alteration to be acceptable. There are no statutory requirements for pre-application discussions. The council does make a charge for pre-application advice for certain types of development proposal including;
  - ❖ Category "A" Proposals - Large scale, complex development – including schemes of 25 or more residential units, 2000m<sup>2</sup> or more of commercial floorspace, mixed use development on a site of more than 1ha or development requiring an Environmental Impact Assessment (EIA);
  - ❖ Category "B" Proposals - Other major development – including schemes of between 10 and 24 residential units, provision of 1000m<sup>2</sup> – 2000m<sup>2</sup> of commercial floorspace, mixed use development on a site between 0.5 and 1ha or change of use proposals for buildings on land exceeding 500m<sup>2</sup>; and
  - ❖ Category "C" Proposals - All minor development.

Full details of the current charges can be found on the council's website. At the moment we consult the relevant statutory consultees, e.g. the Environment Agency.
- 6.5 As part of the council's Member protocol, a summary of officer's pre-application advice to applicants on Category A schemes will be sent to relevant local ward Members for their information.
- 6.6 The council cannot insist on pre-application discussions with applicants but they are recommended. Where major schemes are proposed, the council will encourage developers to engage with the local interest groups and residents. However, it is important that councillors observe the council's Planning Code of Good Practice.
- 6.7 Not all planning proposals are discussed with the council before an application is made. Therefore the tables below set out how the applicant will consult at the pre-application stage, where this is appropriate, whether they are significant or more minor applications.

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**Table 4 : Public Consultation at the Pre-Application Stage for Planning Applications**

(Includes all applications made under the Town and Country Planning Act and associated legislation).

<b>Pre – Application Stage – Major Applications (see Appendix 2)</b>		
<b>Consultation Methods</b>	<b>Suggested Course of Action</b>	<b>By Whom</b>
Letters to inform local residents / interest groups of the planning application site	Send letters / emails to local residents / interest groups / relevant statutory consultees	Planning applicant / agent
Public exhibition or public meeting	Publicise & prepare proposals for public consultation.	Planning applicant / agent
<b>Pre – Application Stage – Other Applications</b>		
<b>Consultation Methods</b>	<b>Suggested Course of Action</b>	<b>By Whom</b>
Inform neighbours in the immediate vicinity	Verbal consultation	Planning applicant / agent

### Application Stage Consultations

- 6.8 When a planning application is submitted, the council will publicise it in accordance with the legislative requirements. Where required by the legislation, this will include the following:
- ❖ Notices published in local newspapers;
  - ❖ Application details published on the web site for inspection;
  - ❖ Site notices;
  - ❖ Letters sent to adjoining properties; and
  - ❖ Details of all planning, listed buildings and conservation area consent applications are sent weekly to all councillors, the relevant town and parish councils where these exist.
- 6.9 The council aims to determine all planning applications within a statutory time period, therefore all consultations that take place once a planning application has been submitted must also take place within these time limits. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

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- 6.10 The tables below set out how the council will consult at the application stage for planning proposals in the District, whether they are significant or more minor applications.

Table 5 : Public Consultation at the Application Stage for All Planning Applications

<b>Planning Application Stage</b>		
<b>Consultation Methods</b>	<b>Requirements</b>	<b>By Whom</b>
Copies of planning applications for inspection available at Council Offices	Prepare information	NHDC Officers
Copies of planning applications available at the libraries via the NHDC website	Prepare information	NHDC Officers
Site notice	Prepare site notice and display on site	NHDC Officers
Neighbour notification letters	Prepare & send out letters	NHDC Officers
Invite representations from statutory & non statutory consultees	Prepare & send out letters	NHDC Officers
Public notice in local paper	Prepare advertisement	NHDC Officers
Further consultations by way of exhibitions / public meetings for major applications	This would depend on the types of consultation that have taken place beforehand	Planning Applicant / Agent NHDC Officers

- 6.11 In some cases there may be significant amendments to the submitted plans, in which case the council will advise those people who were notified when the application was received. Where representations and comments are received, they will be taken into account in the determination of applications insofar as they are material to the application. Some things are not material planning considerations, such as the impact of a scheme on property values, and therefore cannot be taken into account.
- 6.12 Local planning authorities are required to make a statement on each planning decision notice as to how they have acted pro-actively in their dealings with applicants. Even if a proposal is fundamentally unacceptable the council will handle the application in a pro-active way, which will involve regular communication with the applicant or their representatives throughout the

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determination process. This requirement in no way suggests that the application will not be assessed objectively weighing up any concerns expressed by consultees against the planning merits of the case.

- 6.13 Decisions on planning applications will either be made by the relevant Committee or under powers delegated to the Development and Conservation Manager and Principal Planning Officer (Development Management). Any councillor can request that an application is decided by Committee instead of being determined under delegated powers, where they have a contrary view to the officer as to the probable decision or consider it raises issues of wider public interest.
- 6.14 In the case of those applications which will be reported to the Committees for decision, there is the opportunity for individuals to address the Committee to express their support or objection to the proposals. Anyone who has submitted representations will be informed if an application will be brought before committee for decision.

### Post Decision Information

- 6.15 Once a decision has been made, the details of the decision are published online. Planning files will remain open for inspection once decisions have been made (the Part 2 register). A register of associated legal agreements (Section 106 and Section 278 agreements) will also be available for inspection.
- 6.16 The table below sets out how the council will inform the community of the decisions made on all planning applications.

Table 6 : Public Involvement - Post Decisions

<b>Post Application Stage</b>		
<b>Consultation Methods</b>	<b>Requirements</b>	<b>By Whom</b>
Update web site	Ensure that latest information is on the website	NHDC Officers
Press release for major applications	Prepare information	NHDC Officers



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### SECTION 7 : RESOURCE AVAILABILITY AND REVIEW

#### Resource Availability

- 7.1 The SCI is based on a realistic assessment of the likely resources available in the foreseeable future. It must be noted that the council does not have either the staff or the financial resources to undertake large scale community and stakeholder events. The SCI sets out how the council will undertake a programme of consultation which is achievable and will not raise expectations. In order to make the best uses of resources, the council will endeavour to combine local plan consultations with other consultations for council initiatives where this is appropriate and timely.
- 7.2 The council will be responsible for making the appropriate resources available to implement the consultation methods set out in this SCI. It is envisaged that the proposed consultation measures can be met in house.
- 7.3 The relevant Head of Service or Corporate Manager will be responsible for managing the overall consultation process and its implementation will be the responsibility of the Planning Policy and Projects team as a whole.
- 7.4 Public consultation in relation to planning applications will be the responsibility of the council's Planning Control and Conservation Manager.

#### Reviewing the SCI

- 7.5 The council may periodically review the SCI. A review will determine whether the consultation methods set out in the SCI are relevant and have been successful in reaching all sections of the community. This will help to determine whether any changes are required to the SCI and whether a new SCI should be prepared.

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### APPENDIX 1 : Specific and General Consultation Bodies

In the Town and Country Planning (Local Planning)(England) Regulations 2012 “general consultation bodies” means the following

- a) voluntary bodies some or all of whose activities benefit any part of the local planning authority’s area,
- b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority’s area,
- c) bodies which represent the interests of different religious groups in the local planning authority’s area,
- d) bodies which represent the interests of disabled persons in the local planning authority’s area,
- e) bodies which represent the interests of persons carrying on business in the local planning authority’s area;

“specific consultation bodies” means the following—

- (a) the Coal Authority,
- (b) the Environment Agency,
- (c) the Historic Buildings and Monuments Commission for England (known as English Heritage),
- (d) the Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) the Highways Agency,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority’s area,
- (i) any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area,
- (j) if it exercises functions in any part of the local planning authority’s area—
  - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;

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- (iv) a sewerage undertaker; and
- (v) a water undertaker;
- (k) the Homes and Communities Agency; and
- (l) where the local planning authority are a London borough council, the Mayor of London;

Extract from the Town and Country Planning (Local Planning)(England) Regulations 2012

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### APPENDIX 2 – Definition of Major Development

The Town and Country Planning (General Development Procedure) Order 1995 (as amended)

“Major development” means development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where -
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

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### APPENDIX 3 : Background Papers

Planning and Compulsory Purchase Act 2004

Localism Act 2011

North Hertfordshire Parish Charter July 2005

North Hertfordshire Consultation Strategy 2008

Town and Country Planning (Local Planning)(England) Regulations 2012

Neighbourhood Planning (General) Regulations 2012