



Hertsmere Borough Council

Consultation Draft
Statement of Community Involvement

May 2025

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Have Your Say!

Welcome to the consultation version of the new Hertsmere Statement of Community Involvement (SCI)

- The consultation period for this period is from **16/06/25 to 28/07/2025**
- Please have your say on new statement of consultation by visiting the Council's consultation and engagement platform: [Hertsmere, UK](https://www.herts.gov.uk/consultation)
- For alternative formats please e-mail localplan@hertsmere.gov.uk
- Hard copies can be viewed in Hertsmere's libraries and parish council offices.



Introduction

The purpose of the planning system is to help achieve sustainable development by enabling development that benefits not only the existing, but future communities. Community involvement is central to good planning in order to produce a great sense of place across Hertsmeire.

We are required by law to have an adopted **The Statement of Community Involvement (SCI)**. It sets out how and when the Council will carry out consultations, and effectively engage with our stakeholders in the wider community across our full range of planning duties.

Through the planning system Hertsmeire's communities can play an active role in helping shape new local planning documents and provide comments on planning applications.

This document further sets out:

- Background information regarding equality and diversity.
- Context about the planning system in England.
- Who the Council consults.
- Consultation objectives and tools.
- Further detail on planning policy and plan making.
- Development management process and applications.
- Summary of supplementary information.



The Planning System in England

Local Planning Authorities (LPAs) administer much of the planning system, set out in National Planning Legislation and the **National Planning Policy Framework (NPPF)**. Local Planning Authorities have four key roles:

- Preparing local plans
- Assisting and supporting neighbourhood planning
- Determining Planning Applications
- Carrying out enforcement against unauthorised development



Preparing a Local Plan – Local Plans are key documents through which local authorities can set out a vision and framework for the future development of the area during a specific period of time (usually 15 years). Local Plans address needs and opportunities of the area and utilise policies to shape future development.

All local plans are assessed by independent planning inspectors and must be found sound at examination to be adopted. Local Plan documents must be consistent with national planning policy.



Supporting Neighbourhood Planning – the Council has a duty to support communities who wish to set out their own vision for their local area and supporting planning policies through the production of a statutory **Neighbourhood Development Plan (NDP)**.



Determining Planning Applications – Local Planning Authorities are responsible for development management through the processing and determination of planning applications. All applications are determined in line with the Development Plan and the NPPF.



Planning Enforcement – Development management also includes investigating planning enforcement breaches. LPAs are responsible for tackling unauthorised development and stopping levels of unacceptable development.

Hertsmere Borough Council is not a **unitary power** and is not responsible for planning control. This is the responsibility of Hertfordshire Building Control, a non-profit organisation which works with LPAs across the county.



Consultation

Our diverse communities have a crucial role in helping to shape Hertsmere and its settlements. By contributing towards the delivery of equality and sustainability they help create a place we can all call home.

Those communities comprise individuals, groups and organisations that live, work and operate in the borough. This is inclusive of, but not limited to; local residents, businesses, schools, and special interest groups.

Through the Hertsmere Community Strategy, many of the important issues facing Hertsmere, such as crime and disorder, healthy lifestyles and deprivation, cannot be tackled by one single organisation and partnership-working, in its various forms, can help to deliver results. Local community and stakeholder engagement can empower communities, ensure community needs are addressed and influence the better planning of places.



There are different procedures and requirements for involving stakeholders in both plan-making and development management. During the process of local plan-making, there are several stages of public consultation. The Council has a legal requirement (as per the Town and Country Planning (Local Planning) (England) Regulations 2012) to ensure information is available to three main 'groups'.

The definitions for these groups of consultees are:

- **Specific consultation bodies** that may have interest in planning decisions including organisations such as the Environment Agency and Natural England;
- **General consultation bodies** where appropriate including, for example, local voluntary and business groups;
- **Residents, or non-residents, carrying out business in the local area.**

Consultation Objectives

The Council has a new [online consultation hub](#) for people to share, discuss and collaborate on important issues, challenges and opportunities in our borough. The Council has also used specialist Local Plan consultation software. Our objectives for consultations include:

Early Engagement - actively working to front load engagement so that residents and stakeholders are informed and consulted early in the planning process to ensure the best chance of inputs positively influencing decisions.

Inclusive Engagement – ensure consultations and engagement have a broad reach and that all voices from all backgrounds and able to influence planning decisions and policy directions.

Clear Information and Simple Communication – endeavour to provide information on the topic, scope and aims of the engagement as well as ensuring that information can be easily found and accessed.

Transparent Records and Feedback – communicate clearly how information has been considered and make key information and outcomes of engagement publicly available.

While there is a move towards the use of digital platforms to engage with a more representative cross-section of the population, the Council will tailor public consultation using the tools available (as detailed on the next page) accounting for the nature of the target audiences, scope/type of policy document and required/available resources.

To support the efficient assessment of consultation feedback the Council may utilise vetted AI software to assist with this process.



Consultation Methods

There are a range of consultation tools available to the Council as set out below. These consultation tools can be tailored to meet the particular needs of different events. Not all tools need to be applied for all consultations and the list provides a portfolio of options only.



Council website: Electronic copies of documents will be made available for public access on the Council website. The Council will ensure that the documents meet necessary legal requirements (for example accessibility requirements).



Online consultation hub: Consultation and engagement platforms (hosted online such as through MS Teams) will be used to communicate information and enable public comments or formal representations through consultations.



Social media: Information will be publicised through the Council's official social media outlets.



Press and media: We will provide the community of information about public consultations and updates on progress by releasing appropriate and timely press and news releases and where required public notices.



Email: email correspondence and notifications, including notifications to consultees on the planning policy 'consultation database'. The Council will maintain the consultation database in line with latest legal requirements on data protection. Information, feedback or representations from the public may also be sent via email.



Hard copies: Physical copies of documents will be made available in deposit points



Public Consultation Events: Drop-in events will be used (where appropriate) for members of the public to attend. They will be used to publicise information about planning documents. Public exhibitions may or may not involve the attendance of a Council officer.

Who Do We Consult?

The image (right) shows examples of some of the different groups with which we will seek to engage in the preparation of the Local Plan and other planning policy documents. Who we are required to consult may change over time and therefore a comprehensive list of consultee groups and organisations is not included in this document.

The Council maintains a planning policy GDPR compliant local plan database which includes consultees based on previous consultation exercises, with personal data managed as set out in the Council's planning policy consultation privacy notice.

Information on Local Plan-making is also published through a corporate newsletter for which recipients are required to 'opt in' in terms of the use of personal data for marketing purposes.



The Key Target Consultation Groups:

- Hard-to-reach' groups (including elderly and young people, disabled people, rural and travelling communities, religious and ethnic-minority groups);
- Residents
- Businesses;
- Developers, Agents and Landowners;
- Local Interest Groups;
- Local Community and Amenity Groups;
- Local Service Groups
- Parish and Town Councils;
- Members of the Local Strategic Partnership;
- Central, and Local Government Departments; and
- National and County Bodies and Organisations

Equality and Diversity

As a service provider, employer and community leader, the Council values diversity and takes its responsibility to promote community cohesion very seriously.

The Equality Act provides a legal framework to protect the rights of individuals and safeguard against discrimination of persons with protected characteristics. The 'protected characteristics' are set out opposite.

Equality does not mean providing the same service for all customers or treating them all in the same way. It is about adapting the service, when and where appropriate or possible, to meet the needs of diverse communities.

The Council have a **Public Sector Equality Duty (PSED)** which was created under the Equality Act 2010. It requires public authorities to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between people who share and people who do not share a relevant protected characteristic, and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Protected Characteristics



Age



Disability



Gender



Marital Status



Pregnancy



Ethnicity or Nationality



Race or Colour



Sexual Orientation



Religion

Equality and Diversity

Equality and Diversity – Practical Implications for Planning

- Consider how plan-making and planning applications will positively meet diverse needs, address those who are disadvantaged, improve community relations and promote equality.
- Ensure engagement is positively designed to ensure groups with protected characteristics can effectively engage in planning.
- Where possible the Council will review levels of public engagement following consultations to understand groups that are under-represented.
- The Council will strive to improve public engagement to ensure members of local communities from all backgrounds are represented and feel empowered to have their say, including traditionally under-represented groups.
- Set out a consultation plan for each formal stage of plan-making.
- Engrain an Equality Impact Assessment (EQIA) within its Sustainability Appraisal and ensure that plan-making evidence and plan policies effectively address and meet the diverse needs of Borough residents.

Eliminate, Advance and Foster

At Hertsmere Borough Council:

- We will value and understand the diversity of our communities, celebrating our heritage and identities.
- We will consult with residents and our communities on matters which affect them, considering the diversity of the borough.
- We will deliver fully accessible, fair and inclusive services
- We will provide equal opportunities to our employees and encourage a culture of equality within the workplace



Planning Policy and Plan Making

Planning in England is 'plan-led'. Local Planning Authorities must prepare and have an adopted up-to-date Local Plan for their area, covering a specific time period. Local planning documents and policies are used to manage and shape development.

Such documents must conform to relevant government policy/guidance and follow specific regulatory processes during their preparation. The national and local planning policy documents and structure is set out (right).

The current Local Plan for the borough comprises three Development Plan Documents (DPDs):

- The Core Strategy (adopted January 2013);
- Elstree Way Corridor Area Action Plan (adopted July 2015); and...
- Site Allocations and Development Management Policies Plan (adopted November 2016).

The Council is currently working on a new integrated Local Plan that, once formally adopted, will replace these separate documents. The **development plan**, as a whole for the borough, consists of adopted DPDs, Supplementary Planning Documents (SPDs) and adopted Neighbourhood Development Plans. For information on the emerging JSP, please see page 12.

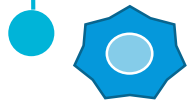
SPDs provide supplementary and, often, more detailed information to support adopted plan policies or site allocations. SPDs do not introduce new policy.

National Publications



National Planning Policy Framework (NPPF)

The NPPF sets out the Government's planning policies for England. All other policy documents must conform with the NPPF.



National Planning Practice Guidance (NPPG)

The NPPG provides additional policy guidance to the NPPF and has equivalent legal status.

Local Publications



South West Hertfordshire Joint Strategic Plan (JSP)

The emerging Joint Strategic Plan (JSP) will provide a long-term strategic blueprint for the area to 2050.



Local Plan

The Local Plan is prepared by an LPA and sets out planning policies and proposals for new development as well as important areas and features for protection.



Neighbourhood Development Plans

Neighbourhood Development Plans give communities the ability to shape future development within their area.



Supplementary Planning Documents (SPDs)

SPDs created by the LPA provide further guidance on how policies in the Local Plan should be implemented.

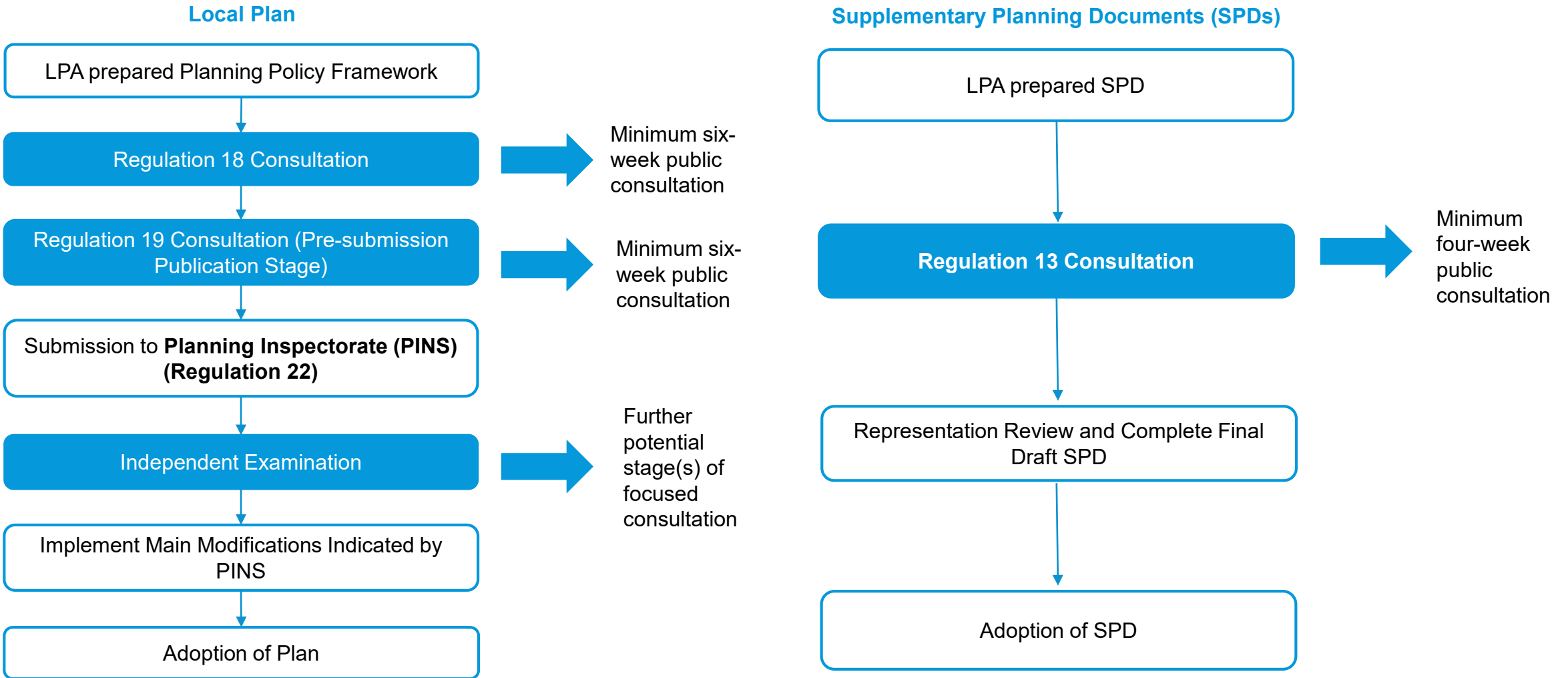


Area Action Plans (AAPs)

AAPs set out area specific policies and any related masterplans.

4 Publications

Plan-making on a local scale involves preparing different documents, which provide different opportunities for public consultation. The key stages of preparing planning policy documents are shown below. The boxes in blue represent a stage of public consultation.



Plan-making Stages and Consultation

Key Stages

The council has a formal duty to consult during the **Regulation 18 and 19** plan-making stages, which are outlined further below. These are very different types of consultation. The Regulation 18 consultation is an open consultation on a wide range of issues associated with an emerging plan, while a Regulation 19 consultation is concerned with legal, procedural and plan 'soundness' considerations with a plan having reached a more advanced stage.

Regulation 18 – Draft Plan

This stage of plan-making involves an emerging plan with a range of draft sites and policies, together with evidence material and impact assessments including the sustainability appraisal. The Council consults a range of local and statutory consultees and the wider community.

There can be several Regulation 18 stages and the scope of what is included in consultation undertaken at this stage is not prescribed in the regulations but enables an LPA to engage stakeholders on a range of options and policies. The level of detail may depend on the extent to which previous Regulation 18 consultations have been undertaken.

Consultation duration:
Minimum of six weeks

Regulation 19 - Pre-submission Plan

The plan that is published for consultation at Regulation 19 stage should be the plan that the Council intends to submit to the Planning Inspectorate for examination.

The plan should include a full set of completed evidence and impact assessments together with due consideration of the consultation feedback received at Regulation 18 stage.

All representations on the plan at this stage should consider the following matters only:

- Legal compliance and duty to co-operate;
- **Tests of soundness** – positively prepared, justified, effective and consistent with national policy.

Consultation duration:
Minimum of six weeks

Regulation 22 and Independent Examination

Regulation 22 relates to the submission of all relevant plan documents and information to the Secretary of State, including a statement of consultation.

The plan will be examined by an independent planning inspector. The examination will assess whether the plan has been prepared in accordance with legal and procedural requirements and if it is sound.

The inspector will consider the evidence provided by the LPA to support the plan and any representations which have been put forward by local people and other interested parties.

Timescale defined by the
appointed inspector.

Plan Making and Consultation Detail

Notification of Consultation

When starting consultation on a Local Plan, there are a number of regulatory requirements, which are set out below. In addition to these minimum requirements, the Council will include a number of supplementary consultation approaches.

Required

- All local consultees, as listed under Regulation 2 (1) of the Town and Country Planning (Local Planning) (England) Regulations 2012, will be contacted via chosen consultation methods.
- All statutory prescribed bodies and consultees, as listed under Regulation 4 (1) of the Town and Country Planning (Local Planning) (England) Regulations 2012 and neighbouring boroughs included in the Duty to Co-operate, will be contacted via chosen consultation methods.
- A public notice of consultation will be published in line with the Town and Country Planning (Local Planning) (England) Regulations 2012.

Supplementary

- Information will be publicised on the Council's website, through the council's consultation portal, social media platforms, and via electronic marketing alerts and press releases.
- Written or email communications with specific and general consultation bodies and other relevant stakeholders.
- Notice of consultation material at document deposit points.

Plan Making and Consultation Detail

This part of the SCI sets out required and supplementary information regarding the availability of documents and in relation to submitting representations.

Availability of Documents

Required

The Council's Website:

Electronic copies of documents will be made available for public access on the Council website.

Hard Copies:

Physical copies of documents will be made available in accessible public facilities (deposit points) appropriate for consultation.

Supplementary

The Council's Consultation Hub/Deposit points:

Copies of documents will be available on the Council's consultation hub when public consultation is underway.

Submitting Representations

Required

At Regulation 19 stage, all representations must be 'duly made' and be submitted in the format prescribed by the LPA. They will be eventually submitted to PINS alongside the proposed Local Plan and supporting material.

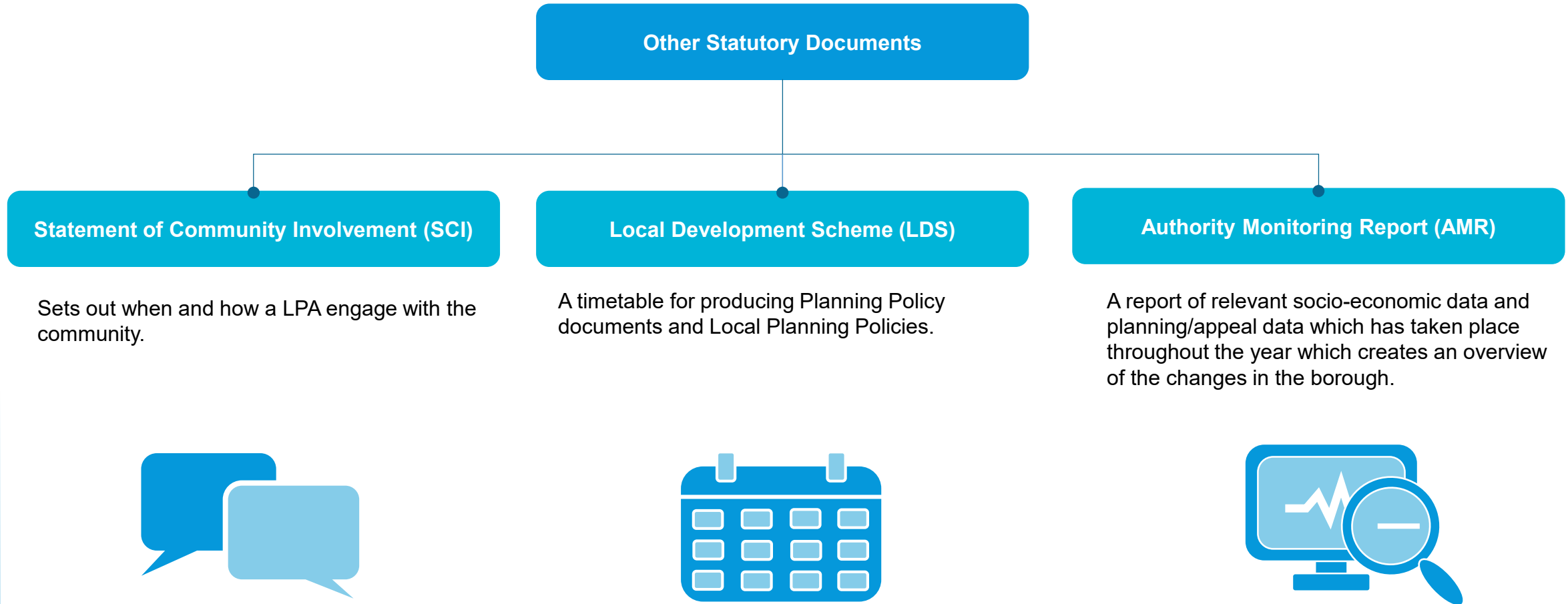
If not duly made, they will only be considered a 'general comment'.

The Council must consider all duly made representations and results/feedback will be communicated through a consultation report.

Any comments or representations made must be made in accordance with the Council GDPR requirements as set out in the published privacy notice.

Additional Planning Documents

As well as Local Plan documents, an LPA has a responsibility to produce additional statutory documents, as set out below. These documents keep the public informed and up to date with planning-related matters. The Council will update these documents when necessary and ensure they are available to the public to view.



Neighbourhood Plans

Neighbourhood Plans, introduced by the Localism Act 2011, are a way of ensuring people in our communities can influence the planning of the area in which they live and work. If a plan is prepared and agreed by the community in a referendum, it will become part of the development plan for the area and be used in the determination of planning applications.

Neighbourhood Plans must be produced in line with the NPPF and the Council's local planning policies.

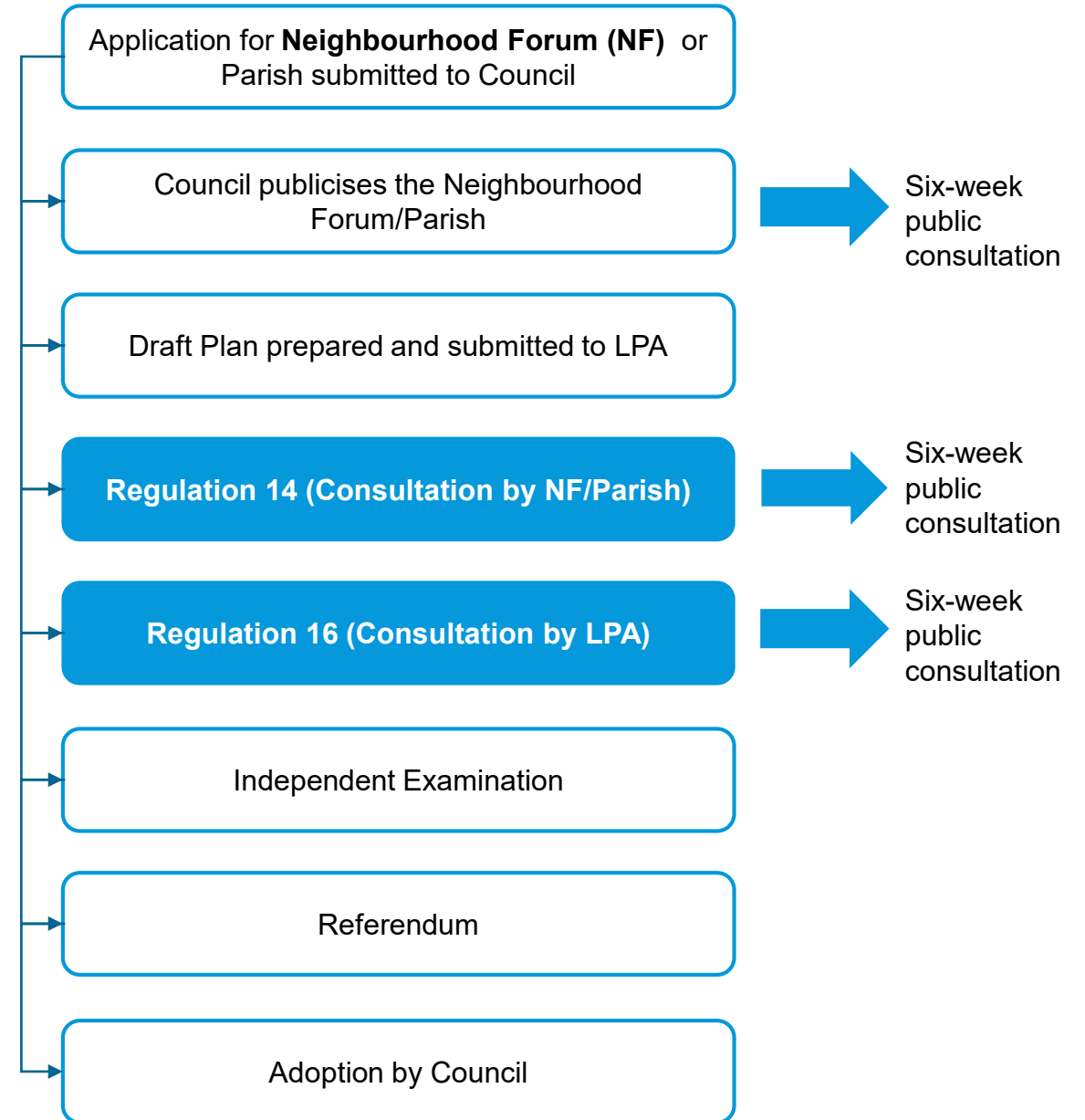
The Council has a duty to assist and support local communities in the borough in the preparation of Neighbourhood Plans. Further information can be found in The Neighbourhood Planning (General) Regulations 2012. The Council has prepared guidance which sets out our policies for providing advice and assistance on neighbourhood planning. The guidance can be found at:

[Neighbourhood Planning - Hertsmere Borough Council](#)

Further information can be found on Hertfordshire County Council's website:

[Neighbourhood Planning | Hertfordshire County Council](#)

Once a neighbourhood plan is formally adopted or 'made', it forms part of the overall development plan for the area alongside the Local Plan.



South-West Hertfordshire Joint Strategic Plan

In Spring 2018, Dacorum, Hertsmere, St Albans, Three Rivers, and Watford councils gave formal endorsement to begin work on a **Joint Strategic Plan (JSP)** for South-West Hertfordshire. This work is also supported by Hertfordshire County Council.

The Joint Strategic Plan (JSP) will provide a long-term blueprint for the area to 2050. It will be enable issues, that cross council boundaries and set out a strategic vision for the area, to be considered and addressed. It will also help guide future plans and strategies by setting out high-level policies on topics such as climate change, infrastructure, environmental protection, employment and housing.

The five borough and district councils, alongside Hertfordshire County Council, will work together to prepare the Joint Strategic Plan, as well as being responsible for preparing their own Local Plans. The key aim of the JSP will be to ensure that infrastructure such as transport, schools, health, and utilities is well-coordinated and delivered together with new homes and jobs.

SW Herts JSP is set out within a separate Statement of Community Involvement that has been prepared by the partner authorities.

Relationship between the South-West Herts JSP and Local Plans



South-West Herts Map



[South West Herts Joint Strategic Plan - Hertsmere Borough Council](#)

[SW Herts Joint Strategic Plan](#)



Duty to Co-operate

'Duty to Co-operate' was introduced by the Localism Act 2011 and, in section 33A of the Planning and Compulsory Purchase Act 2004, places a legal duty on Local Planning Authorities (LPAs) to engage constructively, actively and on an ongoing basis with 'prescribed bodies' on the preparation of a Local Plan. 'Duty to Co-operate' is particularly concerned with strategic cross-boundary issues.

The Localism Act 2011 places a 'duty to cooperate' on all local authorities, and a number of public bodies, which required ongoing effective engagement to develop strategic policies and consider joint approaches to plan-making.

Hertsmere has a duty to co-operate with the following prescribed bodies:

- Neighbouring local authorities in London and Hertfordshire
- Environment Agency
- Historic England
- Natural England
- Mayor of London
- Civil Aviation Authority
- Homes and Communities Agency (now Homes England)
- National Health Service Commissioning Board
- Office of Road and Rail Regulation (now Office of Rail and Road)
- Transport for London
- Each Integrated Transport Authority (Transport for London – TfL)
- Each Highway Authority (National Highways, Hertfordshire County Council, and TfL)
- Each Local Enterprise Partnership (Hertfordshire Futures)
- Marine Management Organisation



Development Management

Pre-applications, Applications and Appeals

Development Management involves the processing and determination of planning applications, alongside providing pre-application advice and investigating breaches of planning control. Planning applications are determined in light of local and national planning policy. The planning application process, alongside information on how the public and key stakeholders can engage, is outlined on this page. It should be noted that there is no opportunity to engage with pre-applications as it is not a public process.

Pre-Application

A developer prepares the development proposal. Early engagement with the LPA, relevant stakeholders and the community is encouraged.

Should the developer wish to engage with technical consultees, they will be required to do so separate to the service offered by the council.

Any views or opinions given during pre-application discussions are informal and are not binding on any future decision we make.

Developers are encouraged to engage meaningfully with the council during the pre-application stage to ensure positive discussions.

Planning Application

An application is submitted to the LPA who will carry out a statutory public consultation on the planning application.

Any representations that are received during the consultation period will be considered in decisions made by and on behalf of the council. Comments received outside of the statutory consultation period may be included in decisions, up to the point of the determination date. Officers will not respond directly to these comments but will address them in the delegated report.

Representations must be in writing and can only be taken into account if they relate to material planning considerations

Planning Appeals

The applicant has a right to appeal where they disagree with the decision of the LPA to refuse permission, impose unreasonable conditions, or where a decision has not been made within the statutory timeframe.

There are three procedures that an appeal can follow, written representations which usually relate to householder applications, advertisement consent and minor commercial (shop front) applications as well as a public hearing or a public inquiry. The procedure for these is set out in the Planning Appeals: procedural guide, available here:

<https://www.gov.uk/government/publications/planning-appeals-procedural-guide>

Development Management

Consultation Details

Application Submission

The Council will:

- Make all planning applications, and supporting documents available on the Council's planning portal;
- Consult on planning applications;
- Where necessary, display a planning notice near the application site;
- Notify neighbours immediately adjoining the application site if necessary (normally, only those neighbours that are within the immediate vicinity of a proposal will be directly notified);
- Publicise a press notice if appropriate; and
- Consult with organisations where necessary

Determination Process

The Council will:

- Allow public and statutory consultees 21 days to respond to consultation on an application and 30 days in the event of an Environmental Impact Assessment (EIA), departure or applications affecting a public right of way ;
- Re-consult on material changes to a planning application for a period of 21 days for statutory consultee's or 30 days where revised additional (EIA) is provided;
- Take into consideration any consultation responses in the delegated or committee officer report; and
- Take into consideration any relevant material considerations.

Decision –Making

The Council will:

- Publish the decision notice and delegated/committee officer report on the planning register;
- Clearly outline recommended reasons for approval or refusal in the delegated/committee officer report; and
- Publish any relevant appeal documents or decisions on the website (documents will also be published by PINS).

Planning Application Consultation

Type of Application	Site Notice	Neighbour Consultation	Press Notice in Local and online Newspapers	Website	Parish/Town Council or Resident Associations
Major Development	Yes	Yes	Yes for applications in conservation areas and in the Green Belt	Yes	Yes
Minor Development	No	Yes	Yes for applications in conservation areas	Yes	Yes
Householder Application	Yes if in conservation area	Yes	Yes for applications in conservation areas	Yes	Yes
Full Application	Yes if in conservation area	Yes	Yes for applications in conservation areas	Yes	Yes
Applications subject to an Environmental Impact Assessments	Dependant on application type	Dependant on application type	Dependant on application type	Yes	Yes
Certificate of Lawfulness for existing use	Yes if in conservation area	Yes	Yes for applications in conservation areas	Yes	Yes
Advertisement Consent	Yes if in conservation area	Yes	Yes for applications in conservation areas	Yes	Yes
Listed Building Consent	Yes	Yes	Yes	Yes	Yes

Planning Application Consultation

Type of Application	Site Notice	Neighbour Consultation	Press Notice in Local and online Newspapers	Website	Parish/Town Council or Resident Associations
Prior Approvals	Down to applicant to provide evidence	Yes – dependant on the type of application	Yes – dependant on the application type	Yes	Yes
Developments impacting public rights of way	Yes	No	Yes	Yes	Yes
Outline Applications	Yes	Yes	Yes if situated within a conservation area	Yes	Yes
Hazardous Substances	Yes	Yes	Yes if situated within a conservation area	Yes	Yes

We will not normally consult on the following types of application as there is no statutory requirement to do so:

- Certificates of Lawfulness for proposed development
- Discharge of condition applications
- Non-material amendments
- Pre-application

Planning Application Consultation



Planning Portal

Comments can be made through the Council's dedicated Planning Portal



Email

Comments can be emailed to consult.planning@Hertsmere.gov.uk



Letters

Comments can be posted to:

Planning Department
Civic Offices, Borehamwood
Hertsmere Borough Council
Elstree Way
Borehamwood
Herts
WD6 1WA

The majority of planning applications are decided by officers under delegated powers. However, a small number of applications require a decision at **Planning Committee** which are public meetings that involve elected councillors.



If the Council refuses a planning application, the applicant is able to **appeal the planning decision** to PINS (under Section 78 of the Town and Country Planning Act 1990 (as amended)).

Glossary



Glossary

Advertisement Consent	An application for proposals to display an advertisement or sign, as set out in the Town and Country Planning (Control of Advertisement) Regulations 2007.
Authority Monitoring Report (AMR)	A report that outlines the work carried out by the Planning Service. It provides key information about the operation and performance of the Planning Service and assesses the extent to which the Council's planning policies are being implemented.
Certificate of Lawfulness for Existing Use	A certificate that is legally granted by a Local Planning Authority to retrospectively legalise a previously unauthorised development. Or to confirm development was carried out inline with an approved permission.
Developments impacting public rights of way	Development which impacts land that the public have right to pass on.
Development Plan	A single document or multiple documents that together provide adopted planning policy. Planning applications must be determined in accordance with the areas Development Plan unless material considerations indicate otherwise.
Discharge of Conditions	An application for approval of whether details of a planning condition (attached to the original planning approval) have been met.
Duty to Co-operate	A legal requirement on Local Planning Authorities to engage with other relevant authorities and bodies on strategic planning matters that are likely to have an impact beyond the immediate Local Plan area.
Environmental Impact Assessments	An EIA is a document that aims to protect the environment by ensuring that a Local Planning Authority, when determining a planning application, which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects.
Full Application	An application for development that is not covered by a householder application or permitted development rights. This is commonly the case for new buildings of any kind and any commercial project.
Hazardous Substances	An application for a development which may have hazardous substances on the land which need to have controlled quantities and handling mitigations to limit any accidents which may take place.
Householder Application	An application to alter or enlarge a single house (but not a flat), including works within the residential boundary. This is commonly used if you are a homeowner wishing to complete work on your home. This does not apply to flats/ apartments, more than one house or changes of use.

Glossary

Joint Strategic Plan	A document provides strategic direction for the cohesive delivery of services across multiple neighbouring local authorities
Listed Building Consent	An application for all works to all parts of the building/s covered by the listing protection if the works affect the character of the building as a building of special interest.
Local Development Scheme	The LDS sets out the timetable for Development Plan Documents preparation and Guidance.
Local Planning Authorities	A Local Planning Authority is the local government body that is permitted (by law) to exercise planning functions for the boundary in which it serves
Major Development	An application for the creation of 10 or more residential units, development of a site of 0.5 hectares or more, non-residential development or change of use on a site of at least 1 hectare, creation of change of use of 1000sqm or more or gross floorspace. As defined by the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
National Planning Policy Framework	A document that sets out the Government's planning policies for England and how they are expected to be applied. It must be considered in the preparation of planning policy documents and is a material consideration for planning decisions. This is accompanied by Planning Practice Guidance which sets out how the NPPF is to be interpreted.
Neighbourhood Development Plan	Introduced by the Localism Act 2011, Neighbourhood Planning gives rights and powers for local communities to shape development by preparing Neighbourhood Plans.
Neighbourhood Forum	A community group which leads on the production of a neighbourhood plan in the absence of a parish.
Non Material Amendment	An application to make a change to a (already granted) planning proposal that does not materially alter the size and scale of the building/s.
Outline Applications	Proposal which allow developers to test out types of development before proceeding with a formal application. These application only give consent to the principal of development.
Planning Committee	public meetings where elected councillors meet to decide whether planning applications are approved or refused. Most planning applications can be assessed against the Council's planning policies and decided by the Head of Planning however some may be required to be assessed by planning committee's.

Glossary

Planning Inspectorate (PINS)	The Planning Inspectorate are an independent body that deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England.
Pre-Application	An applications on which planning officers can give formal advice to prospective applicants before a formal planning application is submitted. These types of applications do not grant planning permission.
Prior Approvals	An application to seek approval from the LPA before works commence. Matters for prior approval vary depending on the type of development and are set out in Schedule 2 of the General Permitted Development Order.
Planning Practice Guidance (PPG)	A document building upon the NPPF that provides detailed online, web-based guidance on national planning policies.
Regulation 13	The stage at which duly made representations on SPD's are made. The public consultation at Regulation 13 runs for a minimum of four weeks as set out in The Town and Country Planning (Local Planning) (England) Regulations 2012
Regulation 14	The stage at which the Neighbourhood Forum are required to carry out a pre-submission consultation of the draft neighbourhood plan proposal before it is submitted to the LPA for independent examination. The period of public consultation should last six weeks as set out in The Neighbourhood Planning (General) Regulations 2012.
Regulation 16	The stage at which the LPA are required to carry out a public consultation on the draft Neighbourhood Plan, as prepared by the Neighbourhood Forum. The period of public consultation should last six weeks as set out in The Neighbourhood Planning (General) Regulations 2012
Regulation 18	The stage at which an LPA carry out an informal public consultation on the early phases of Local Plan preparation. At this stage engagement with local communities and key stakeholders is key to inform the scope, content and preferred options for the Local Plan. The period of public consultation should last six weeks as set out in The Neighbourhood Planning (General) Regulations 2012.
Regulation 19	The stage at which an LPA carries out a formal public consultation on the draft Local Plan. At this stage engagement with local communities and key stakeholders is vital. The draft Local Plan published for consultation at Regulation 19 stage should be the plan that the LPA intends to submit to the Planning Inspectorate for examination. The period of public consultation should last six weeks as set out in The Neighbourhood Planning (General) Regulations 2012.

Glossary

Regulation 22	The stage at which an LPA sets out specific documents and information which makes up their Local Plan to submitted to the Secretary of State as part of the examination process as set out in The Town and Country Planning (Local Plan) (England) Regulations 2012.
Statement of Community Involvement	A statutory document that sets out how the Council consult and involve the public in planning processes.
Unitary Power	A system of governance which holds total power over all political subdivisions, e.g. Hertfordshire County Council.
Tests of Soundness	<p>NPPF paragraph 182 The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound.</p> <p>A local planning authority should submit a plan for examination which it considers is “sound” – namely that it is:</p> <ul style="list-style-type: none"> • Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development; • Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence; • Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and • Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

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