



Hertsmere Borough Council

Statement of Community Involvement

November 2025

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Introduction

Planning helps create places that work well for people now and in the future. The planning system supports sustainable development by allowing growth that benefits both current and future communities. Involving local people is key to good planning and helps create a strong sense of place across Hertsmere.

We are legally required to have a Statement of Community Involvement (SCI). This document explains how and when the Council will consult and engage with residents, organisations, and other stakeholders as part of our planning work.

Planning gives communities a voice. Through the planning process, people in Hertsmere can help shape new planning policies and give feedback on planning applications

This document further sets out:

- Equality and diversity.
- How planning works in England.
- Who we consult.
- Our consultation methods
- How we handle planning applications
- Summary of supplementary information.



The Planning System in England

Local Planning Authorities (LPAs) are responsible for much of the planning system, set out in national legislation and the **National Planning Policy Framework (NPPF)**. They have four main duties:

- Preparing local plans
- Supporting neighbourhood planning
- Deciding on Planning Applications
- Enforcing against unauthorised development



Preparing a Local Plan – Local Plans set out a vision and framework for how an area will grow and develop over a set period – usually 15 years. They identify local needs and opportunities, and use planning policies to guide future development. All Local Plans are assessed by independent planning inspectors and found ‘sound’ at examination before they can be adopted. They must also align with national planning policy.



Supporting Neighbourhood Planning – the Council has a duty to support communities that want to create a Neighbourhood Development Plan (NDP), which sets out their own vision and planning policies for their local area.



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 breaches of planning rules. LPAs are responsible for dealing with unauthorised development and preventing unacceptable impacts. More information around Planning Enforcement can be found on the council’s website in our ‘Enforcement Charter’. In Hertsmere, the Council is not a unitary power and does not oversee planning control. This responsibility lies with Hertfordshire Building Control, a non-profit organisation that works with LPAs across the county.



Consultation

Hertsmere's diverse communities play a vital role in shaping the borough and its neighbourhoods. By promoting equality and sustainability, they help create a place where everyone feels at home. These communities include individuals, groups and organisations – such as residents, businesses, schools, and interest groups - who live and work in the area. Many of the challenges facing Hertsmere, like crime, health and deprivation, require joint efforts. The [Hertsmere Community Strategy](#) encourages partnership working to address these issues. Engaging with local people and stakeholders helps ensure community needs are met and supports better planning.



There are different procedures for involving stakeholders in plan-making and development management. During the preparation of a Local Plan, the Council must carry out several stages of public consultation, as required by the law under the Town and Country Planning (Local Planning) (England) Regulations 2012. These consultations must include the following groups:

- **Specific consultation bodies:** groups with expertise in a particular subject such as the Environment Agency and Natural England;
- **General consultation bodies** groups that represent the interests of certain groups for instance recognized voluntary groups; and bodies that represent business in the borough;
- **Other consultation bodies:** those who have an interest in planning; local representatives bodies and local communities who have actively engaged in the preparation of the Local Plan and other planning documents;
- **Statutory consultees on Applications for Planning permission**
- **Duty to co operate and consultation bodies**
- **Residents, or non residents carrying out business in the local area.**

Consultation Objectives

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

Early Engagement - We aim to involve residents and stakeholders as early as possible in the planning process. This helps ensure their view can shape decisions in a meaningful way.

Inclusive Engagement – We want to hear from everyone - people from all backgrounds – so that a wide range of voices can influence planning decisions and policies.

Clear Information and Simple Communication – We'll make sure people understand what the engagement is about, what it covers, and what it's trying to achieve. Information will be easy to find and accessed.

Transparent Records and Feedback – We'll clearly explain how people's input has been used and share key information and outcomes from the engagement with the public.

The Council is using more digital platforms to reach a wider and more diverse group of people. Public consultations will be tailored using the tools available (as detailed on the next page) depending on who we're trying to reach, the type of planning document, and the resources we have. To help review consultation responses more efficiently, the Council may use trusted AI software to support the process



Consultation Methods

The Council has a range of tools it can use for public consultation (listed below). These tools can be adapted to suit different events and audiences. Not every tool will be used for every consultation - this is simply a menu of options to choose from.



Council website: Documents will be available online on the Council's website. We'll make sure they meet all legal requirements, including accessibility requirement, so that everyone can use them



Online consultation hub: The Council will use online platforms - such as MS Teams - to share information and allow people to give feedback or submit formal comments during consultations.



Social media: The Council will share information through its official social media channels to help keep the public informed.



Press and media: The Council will keep the community informed about public consultations and progress updates by sharing timely press releases, news updates, and public notices when needed..



Email: The Council will send updates and notifications by email, including to people on the planning policy consultation database. This database is managed in line with current data protection laws. People can also send their comments or feedback by email.



Hard copies: Physical copies of documents will be made available at deposit points across the borough.



Public Consultation Events: Drop-in events may be held to give people a chance to learn more about planning documents. These events help share information with the public and may or may not include a Council officer being present

Who Do We Consult?

The box on the right shows examples of the different groups we aim to involve when preparing the Local Plan and other planning policy documents. The list of who we must consult may change over time, so this document does not include a full list of consultees

The Council keeps a GDPR-compliant database of people and organisations who've taken part in past consultations. Personal data is managed according to the Council's planning policy consultation privacy notice.

Updates on the Local Plan are also shared through a corporate newsletter. People must opt in to receive it, and their personal data is handled in line with marketing rules.



The Key Target Consultation Groups:

- Underrepresented 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 is committed to promoting community cohesion.

The Equality Act protects people from discrimination based on certain characteristics (called 'protected characteristics'), which are listed opposite.

Treating everyone equally does not mean giving everyone the same service - it means adapting services where needed to meet the needs of different 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

- Planning should meet the needs of all communities, especially those who are disadvantaged. It should help improve community relations and promote fairness.
- Engagement activities will be designed to make sure people with protected characteristics can take part effectively.
- After consultations, the Council will review who took part to identify any groups that may be under- represented.
- We will work to improve engagement so that people from all backgrounds feel confident and empowered to share their views - including those who are often left out.
- A consultation plan will be created for each formal stage of plan-making.
- An Equality Impact Assessment (EQIA) will be included in the Sustainability Appraisal to make sure planning policies reflect and support the diverse needs of residents across the Borough.

Eliminate, Advance and Foster

At Hertsmere Borough Council:

- We value the diversity of our communities and celebrate our heritage and identities
- We consult with residents on issues that affect them, taking into account the borough's diverse population
- We provide services that are fair, inclusive, and accessible to everyone.
- We will offer equal opportunities to our staff and promote a workplace culture that supports equality.



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.

These plans must follow national policies and go through specific legal steps during preparation. The structure of national and local planning policies is shown on the right.

Hertsmere current Local Plan Includes three key documents:

- 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 now working on a new, combined Local Plan that will replace these documents once adopted.

The full **development plan** for the borough includes:

- Adopted Development Plan Documents (DPD)
- Supplementary Planning Documents (SPDs)
- Adopted Neighbourhood Development Plans.

SPDs give extra detail to support existing policies or site allocations, but they do not create new policies.

National Publications



National Planning Policy Framework (NPPF)

This sets out the Government's planning policies for England. All other planning documents must follow the NPPF.



National Planning Practice Guidance (NPPG)

This provides extra guidance to support the NPPF and carries the same legal weight.

Local Publications



Hertfordshire Spatial Development Strategy

The emerging Hertfordshire Spatial Development Strategy will provide an overarching strategy for the county when it is adopted in 2029.



Local Plan

Created by the LPA, this sets out policies for new development and highlights important areas to protect.



Neighbourhood Development Plans

These allow local communities to help shape future development in their area.



Supplementary Planning Documents (SPDs)

SPDs give extra guidance on how to apply the policies in the Local Plan. These documents are not required to go through the same process of examination in public as a Local Plan before adoption by the Council.

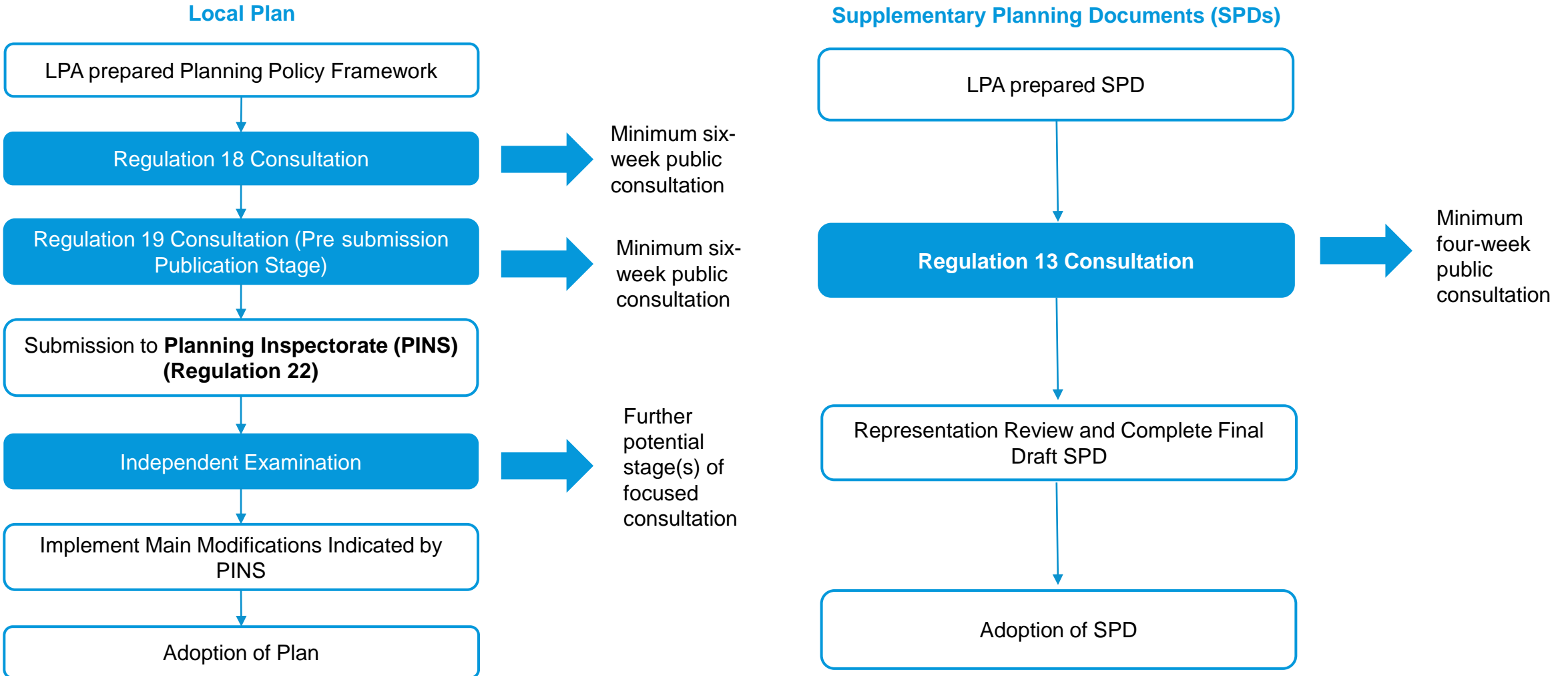


Area Action Plans (AAPs)

AAPs focus on specific areas and include detailed policies and masterplans for those locations.

Publications

Creating planning documents at the local level involves several steps, and each step offers different chances for the public to get involved. The key stages are shown below, with the **blue boxes** highlighting when public consultation takes place.



Plan-making Stages and Consultation

Key Stages

The Council is legally required to consult the public during two key stages of plan-making **Regulation 18 and 19**. Regulation 18 is an early-stage consultation, it invites broad feedback on a wide range of issues related to the emerging plan. Regulation 19 happens later and focuses on whether the plan meets legal requirements, follows proper procedures, and is considered 'sound'. These two stages are quite different in purpose and scope.

Regulation 18 – Draft Plan

At this, the Council shares an early version of the plan, which includes draft sites, policies, supporting evidence, and impact assessments like the sustainability appraisal. We consult with local people, statutory bodies, and other stakeholders.

There can be more than one Regulation 18 consultation. The rules do not set out exactly what must be included, so the Council can use this stage to explore different options and gather views. The amount of detail may vary depending what has already been covered in earlier consultations.

Consultation duration:
Minimum of six weeks

Regulation 19 - Pre-submission Plan

At this stage, the Council publishes the final version of the plan it intends to submit to the Planning Inspectorate for examination.

This version includes all the supporting evidence and impact assessments, and takes into account feedback received during earlier Regulation 18 consultations.

Comments at this stage should focus only on:

- Whether the plan meets legal requirements and the duty to co-operate;
- Whether the plan is 'sound' – meaning it is positively prepared, justified, effective and in line with national policy.

Consultation duration:
Minimum of six weeks

Regulation 22 and Independent Examination

At this stage, the Council submits the final plan and all supporting documents to the Secretary of State. This includes a statement explaining how consultation was carried out.

An independent planning inspector will then examine the plan. They will check whether it meets legal and procedural requirements and whether it is 'sound'.

The inspector will look at the evidence provided by the LPA and consider comments made by local people and other interested groups.

Timescale defined by the
appointed inspector.

Plan Making and Consultation Detail

Notification of Consultation

When the Council begins consultation on a Local Plan, there are certain legal requirements we must follow. These are listed below. In addition to meeting these minimum standards, the Council will also use extra methods to help reach more people and gather wider feedback.

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 explains what documents will be available during Local Plan consultations and how people can send their comments. It covers both the required steps and any extra measures the Council will take to support public involvement.

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.

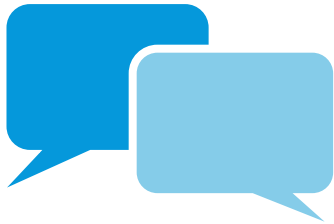
Additional Planning Documents

Alongside the Local Plan, the Council must also produce other official planning documents. These help keep the public informed and up to date on planning matters. The Council will update these documents when needed and make sure they are available for everyone to view.

Other Statutory Documents

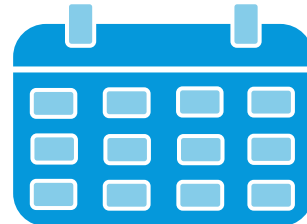
Statement of Community Involvement (SCI)

Sets out when and how a LPA engage with the community.



Local Development Scheme (LDS)

A timetable for producing Planning Policy documents and Local Planning Policies.



Authority Monitoring Report (AMR)

This report includes key data about the borough - such as social, economic, and planning activity over the past year. It gives an overview of how things are changing locally and helps track progress.



Neighbourhood Plans

Neighbourhood Plans were introduced by the Localism Act 2011 and give communities more say in how their area is developed. If a plan is created and approved by local residents through a referendum, it becomes part of the development plan and is used when deciding planning applications alongside the local plan. Neighbourhood Plans cannot block otherwise reasonable development and must in general conformity with the Local Plan.

Neighbourhood Plans must be consistent with the NPPF and the Council's local policies. These documents are subject to regular review in line with government policy.

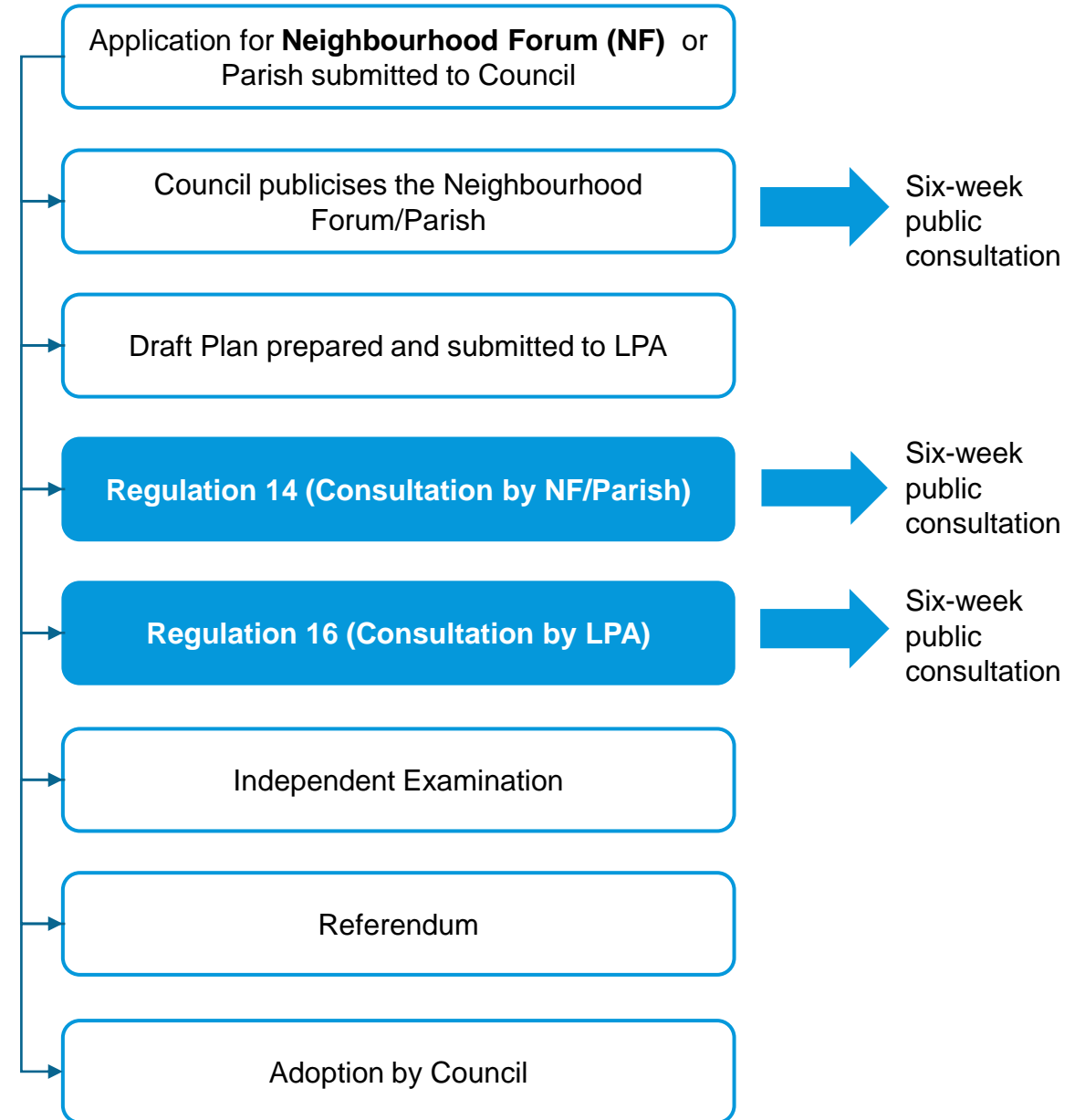
The Council has a duty to support local communities in preparing these plans.

Guidance on how we provide the support is available on the Council's website:

[Neighbourhood Planning - Hertsmere Borough Council](#)

You can also find more information on the Hertfordshire County Council's website:

[Neighbourhood Planning | Hertfordshire County Council](#)



Duty to Co-operate

The Duty to Co-operate was introduced by the Localism Act 2011. It legally requires LPAs to work together with certain organisations when preparing a Local Plan.

This duty is especially important for planning issues that cross council boundaries, such as transport, housing, or infrastructure. LPAs must engage actively, constructively, and continuously with these organisations throughout the plan-making process.

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 is the part of planning that deals with processing planning applications, giving advice before planning applications are submitted, and investigating any breach of planning rules. Planning applications are decided based on both local and national policies. This page explains how the public and key stakeholders can get involved in the process.

Pre-Application

- Before submitting a planning application, developers are encouraged to speak in advance with the Council, relevant stakeholders, and the local community.
- If developers want to consult technical experts, they must do so separately from the Council's services. Advice is given on a without prejudice basis.
- **Any advice given during pre- application discussions are not legally binding.**
- The Council encourages developers to engage positively and meaningfully during this stage to help shape better proposals.
- Please note: pre- application discussions are not open to the public, so there is not opportunity to comment at that stage

Planning Application

When a planning application is submitted, the LPA carries out a public consultation as required by law. Any comments received during the consultation period will be taken into account when the council makes its decision. Comments sent after the consultation period may still be considered, as long as they arrive before the final decision is made.

Planning officers will not reply to individual comments, but they will address the key points raised in their report. All comments must be submitted in writing and must relate to material planning considerations – these are issues that are relevant to planning decisions, such as the impact on traffic, noise, or the environment.

Applications which are called in by a Councillor or include; major development, council owned property or are subjected to a Section 106 (legal agreement) will be presented at Planning Committee by the officer for determination.

Planning Appeals

If you disagree with the decision made by the LPA – for example, if your application is refused, if you think the conditions are unreasonable, or if no decision has been made within the legal time limit – you have the right to appeal.

There are three types of appeal procedures:

- Written representations - This is the most common method and is usually used for householder applications, advertisement consent, and small commercial (shop front) proposals.
- Public hearing - A more informal meeting where both sides can present their case.
- Public inquiry- A formal process, often used for more complex or controversial cases.

You can find full details about these procedures in the Planning Appeals: procedural guide, available here:

[Planning appeals: procedural guide - GOV.UK](#)

Development Management

Consultation Details

Application Submission

The Council will:

- Make all planning applications and supporting documents available online through the Council's planning portal;
- Carry out public consultation on planning applications where necessary;
- Put up a site notice near the location of the proposed development, if needed;
- Notify neighbours who live next to the site, where appropriate we may consult more widely for applications which include major development.
- Publish a notice in the local newspaper, if needed;
- Consult with relevant organisations where necessary

Determination Process

The Council will:

- Give the public and statutory consultees no less than 21 days to respond to a planning application consultation, including if the application involves an Environmental Impact Assessment (EIA), is a departure from planning policy, or affecting a public right of way;
- Re-consult on material (significant) changes to an application, allowing up to 21 days for statutory consultees to respond, or 30 days where revised additional (EIA) is provided;
- Consider all consultation responses when preparing the officer's report, whether the decision is made by delegated authority or by committee.
- Take into account all relevant material planning considerations when making a decision.

Decision –Making

The Council will:

- Publish the decision notice and the officer's report (whether made by committee or under delegated authority) on the online planning register;
- For applications requiring a S106 the legal agreement will be published to the website along with the decision notice and officers report.
- Clearly explain the recommended reasons for approving or refusing an application in the officer's report; and
- Publish any relevant appeal documents or decisions on the Council's website. These documents will also be available from the Planning Inspectorate (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 application in a conservation area	Yes	Yes
Householder Application	Yes for application in a conservation area	Yes	Yes for application in a conservation area	Yes	Yes
Full Application	Yes for application in a conservation area	Yes	Yes for application in a conservation area	Yes	Yes
Applications subject to an Environmental Impact Assessments	Dependent on application type	Dependent on application type	Dependent on application type	Yes	Yes
Certificate of Lawfulness for existing use	Yes for application in a conservation area	Yes	Yes for application in a conservation area	Yes	Yes
Advertisement Consent	Yes for application in a conservation area	Yes	Yes for application in a conservation area	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
Permission in Principal	Yes – for no less than 14 days	Yes	Yes – for application in a conservation area.	Yes	Yes
Developments impacting public rights of way	Yes	No	Yes	Yes	Yes
Outline Applications	Yes	Yes	Yes for application in a conservation area	Yes	Yes
Hazardous Substances	Yes	Yes	Yes for application in 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
- Further information can be found in the [Planning Practice Guidance](#) and the [Development Management Procedure Order](#)



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

Most planning applications are decided by Council officers using delegated powers. However, some applications are considered at a Planning Committee meeting. These are public meetings attended by elected councillors. Any case which goes to Planning Committee is live streamed and can be accessed here:

[Home - Hertsmere Borough Council Webcasting](#)

Members of the public are welcome to speak for or against applications. More information can be found here:

[Speaking at Planning Committee meetings - Hertsmere Borough Council](#)



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	<p>Definition: Permission to display certain types of signage.</p> <p>Example: A shop applies for consent to install an illuminated sign.</p>
Affordable Housing	<p>Homes for people whose needs are not met by the private market and are often available for buying or renting at least 20% less than the local going rate. This includes, social rented, affordable rented and intermediate housing.</p> <p>Example; People on lower incomes or providing vital services to the local population ,those with special needs or disabilities would eligible for affordable housing.</p>
Appeals Process	<p>Definition: The procedure for challenging a planning decision.</p> <p>Example: If a planning application is refused, the applicant can appeal to the Planning Inspectorate.</p>
Article 4 Direction	<p>Definition: A tool used by councils to restrict permitted development rights in specific areas.</p> <p>Example: An Article 4 Direction may prevent homes from being converted into HMOs without permission.</p>
Authority Monitoring Report (AMR)	<p>Definition: Annual report tracking planning performance and policy implementation.</p> <p>Example: Hertsmere's AMR shows progress on housing delivery and green belt protection.</p>
Cabinet	<p>Definition: When a planning application is referred to a higher authority for decision.</p> <p>Example: A controversial application may be called in by the Secretary of State for review</p>
Call-in	<p>Definition: When a planning application is referred to a higher authority for decision.</p> <p>Example: A controversial application may be called in by the Secretary of State for review</p>
Certificate of Lawfulness for Existing Use	<p>Definition: Confirms a use or development is lawful due to long-term use.</p> <p>Example: A Radlett resident applies for a certificate for a garage conversion done 10 years ago.</p>
Developments impacting public rights of way	<p>Definition: Development that affects land where the public has a legal right to walk, cycle, or ride (such as public footpaths or bridleways). These rights must be considered and protected during the planning process.</p> <p>Example: A developer submits a planning application to build a new housing estate in South Mimms, Hertsmere. The proposed site includes a public footpath that connects the village to nearby countryside</p>
Development Plan	<p>Definition: Documents guiding development decisions.</p> <p>Example: Hertsmere's Development Plan includes the Core Strategy and Neighbourhood Plans.</p>

Glossary

Discharge of Conditions	Definition: Approval that planning conditions have been met. Example: A developer submits landscaping details to discharge conditions before building.
Duty to Co-operate	Definition: Legal requirement for councils to work together on strategic planning. Example: Hertsmeres collaborates with neighbouring councils on housing and infrastructure.
Environmental Impact Assessments	Definition: Study assessing environmental effects of major developments. Example: Hertsmeres Local Plan includes an EIA for proposed housing sites.
Full Application	Definition: Standard planning application for new development. Example: A developer submits a full application for a new supermarket.
Full Council	Definition: A meeting of all councillors. It does not decide individual applications but does approve big planning policies like the Local Plan. Example: Approving major planning policies, like the Local Plan (which sets out where new homes, shops, and infrastructure should go)
Hazardous Substances	Definition: Consent required for storing dangerous materials. Example: A chemical plant in Hertsmeres applies for consent to store hazardous substances.
Householder Application	Definition: Planning application for changes to a home. Example: A resident submits a householder application for a rear extension.
Listed Building Consent	Definition: Permission required to alter a listed building. Example: A resident applies for consent to replace windows on a Grade II listed cottage.
Local Development Scheme	Definition: Timetable for preparing planning documents. Example: Hertsmeres LDS outlines when the Local Plan will be published and submitted.
Local Planning Authorities	Definition: Council responsible for planning decisions. Example: Hertsmeres Borough Council is the LPA for Borehamwood and surrounding areas.
Local Plan Stages (e.g. Regulation 18)	Definition: The steps involved in preparing a Local Plan, including public consultation. Example: Regulation 18 is an early stage where residents can comment on draft proposals.

Glossary

Major Development	Definition: Large-scale developments such as housing estates (of 10 or more residential units), retail parks, or industrial sites. Example: A proposal for 100 new homes is considered a major development.
Material Consideration	Definition: A factor that must be taken into account when deciding a planning application. Example: Traffic impact, noise, and design are material considerations. Personal dislikes are not.
National Planning Policy Framework (NPPF)	Definition: The NPPF is a document published by the UK Government that sets out the national planning rules for England. It explains what councils should consider when making decisions about new homes, jobs, transport, the environment, and more. It aims to promote sustainable development and ensure that planning decisions are consistent across the country. Example: The NPPF must be taken into account when councils like Hertsmere Borough Council prepare their Local Plans or decide on planning applications. It is supported by the Planning Practice Guidance (PPG), which gives more detailed advice on how to apply the policies in the NPPF in real situations
Neighbourhood Development Plan	Definition: A community-led plan that sets out policies for development and land use in a local area. Example: A Neighbourhood Plan includes guidelines for preserving green spaces and village character.
Neighbourhood Forum	Definition: Group formed to create a neighbourhood plan in areas without a parish council. Example: Residents form a forum to guide local development.
Non Material Amendment	Definition: Minor change to an approved planning application. Example: A homeowner moves a window slightly and applies for a non-material amendment.
Outline Applications	Definition: A type of application that seeks approval for the general principles of a development. Example: Outline planning may approve the number of houses but not the detailed design.
Permitted Development	Definition: Certain types of building work or changes that do not require planning permission. Example: Adding a small rear extension to a house may be permitted development.
Planning Committee	Definition: Elected councillors who decide on significant planning applications. Example: Hertsmere's Planning Committee debates large housing proposals.

Glossary

Planning Inspectorate (PINS)	<p>Definition: Discussions between developers and the local planning authority or community before submitting a formal planning application.</p> <p>Example: A developer meets with the Parish Council and residents to gather feedback before submitting plans for a new housing estate.</p>
Prior Approvals	<p>Definition: A streamlined process for certain developments where only specific impacts are assessed.</p> <p>Example: A developer submits a prior approval for converting an office to flats, focusing on transport and noise.</p>
Planning Practice Guidance (PPG)	<p>Definition: Online guidance explaining how to apply national planning policies.</p> <p>Example: Hertsmere planners use PPG to assess flood risk and housing need in Local Plan sites.</p>
Regulation 13	<p>Definition: Early stages of Local Plan preparation including evidence gathering and initial consultation.</p> <p>Example: Hertsmere collects housing and employment data before drafting its Local Plan.</p>
Regulation 14	<p>Definition: Regulation 14 is the public consultation stage for a draft Neighbourhood Plan. It requires the plan-making body (usually a parish council or neighbourhood forum) to consult the community and statutory bodies for at least six weeks before submitting the plan to the local authority.</p> <p>Example: A Parish Council published its draft Neighbourhood Plan and invited comments from residents and stakeholders during a six-week Regulation 14 consultation. Feedback was used to refine the plan before submission to Hertsmere Borough Council.</p>
Regulation 16	<p>Definition: Publicising a neighbourhood plan before submission.</p> <p>Example: A Neighbourhood Plan is publicised by Hertsmere before being submitted for examination.</p>
Regulation 18	<p>Definition: Regulation 18 is the stage where the Local Planning Authority (LPA) carries out the first formal public consultation on the draft local plan. At this point the consultation is open to statutory consultees, landowners, developers, community groups and the general public. This version of the draft local plan seeks to inform consultees of the scope, content and preferred development options. The consultation must last 6 weeks as required by planning regulations.</p> <p>Example: Hertsmere's 2021 Regulation 18 consultation invited feedback on housing and green belt policies.</p>
Regulation 19	<p>Definition: Regulation 19 is the stage where the Local Planning Authority (LPA) carries out a formal public consultation on the draft Local Plan. At this point, it's important to involve local communities and key organisations to help shape the final version of the plan. The draft published at this stage is the version the council intends to submit to the Planning Inspectorate for examination. The consultation must last at least six weeks, as required by planning regulations.</p> <p>Example: Hertsmere publishes its final draft Local Plan for public comment before submission.</p>

Glossary

Regulation 22	<p>Definition: A legal agreement between a developer and the council to provide community benefits.</p> <p>Example: A developer agrees to fund a new school or playground as part of a housing development.</p>
Section 106 Agreement	<p>Definition: A streamlined process for certain developments where only specific impacts are assessed.</p> <p>Example: A developer submits a prior approval for converting an office to flats, focusing on transport and noise.</p>
Spatial Development Strategy (SDS)	<p>Definition: a long term plan which sets out how an area should grow over an extended period of time eg 15-20 years. A strategic Spatial strategy looks at the area as a whole and does not focus on individual towns or neighbourhoods. SDS's are the responsibility of a combined authority or an elected mayor.</p> <p>Example: Hertfordshire County Council is responsible for the SDSs which will include improving transport links, protecting the natural environment and housing. Individual local plans will tie in with the SDS</p>
Stakeholders	<p>Definition: Stakeholders are individuals, groups, or organisations that have an interest in or may be affected by a planning decision or development. This includes residents, community groups, developers, local authorities, statutory consultees, and service providers.</p> <p>Example: When preparing a Local Plan, the council must consult with a wide range of stakeholders, including local residents, Parish Councils, and infrastructure providers</p>
Statement of Community Involvement	<p>Definition: Outlines how the council engages with the public during planning.</p> <p>Example: Hertsmeres's SCI explains how residents can comment on planning applications and Local Plan consultations.</p>
Statutory Consultee	<p>Definition: An organisation that must be consulted on certain planning applications by law.</p> <p>Example: The Environment Agency is a statutory consultee for developments near rivers.</p>
Stop Notice	<p>Definition: A legal notice which prohibits any or all development which results in a breach of planning permission or lack of appropriate planning permission. Stop notices can take affect anywhere between 3-28 days from the date it is served. Special circumstances such as the breach occurring in an Areas of Outstanding Natural Beauty, Greenbelt or Conservation Area, and operation areas such as roadways can result in a stop notice coming into effect earlier than 3 days. Stop Notices cannot stop the use of a property as a dwelling house.</p>

Glossary

Unitary Power	<p>Definition: A single-tier local authority responsible for all local services including planning. Example: Hertsmere is not a unitary authority; it works alongside Hertfordshire County Council for services like transport.</p>
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.

Contact Hertsmere

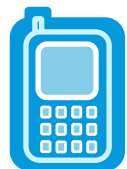


Planning Policy

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