

Report to: Planning Committee, 18th July 2024

Report of: Corporate Director -Planning and Governance

Subject: NEIGHBOUR NOTIFICATION GUIDANCE NOTE

1. Recommendation

1.1 That the Committee notes the Neighbour Notification Guidance Note.

2. Background

- 2.1 The Town and Country Planning (Development Management Procedure) Order 2015 (as amended) sets out the statutory duty for consultation on Planning Applications, including neighbour notification. The extent of neighbours notified differs between the type and size of a proposal and whilst the statutory requirements are often exceeded, it is not always clear as to why a particular approach has been taken unless a local planning authority sets out its own local approach.
- 2.2 As part of the ongoing review of Development Management service working arrangements various processes and procedures have been scrutinised and this has highlighted the need for a Guidance Note to explain how the council will carry out neighbour notification in an open and consistent way.

3. Preferred Option

- 3.1 A Neighbour Notification Guidance Note has been prepared and is attached at **Appendix 1**. This guidance notes set out a range of minimum standards the Planning Service will work to. As a guidance note it sits as an internal document to guide day-to-day working practices. Members are asked to note the Neighbour Notification Guidance Note. The operation of this guidance note will be monitored over the next 12 months and its effectiveness will be included in the Annual Report of Planning Committee 2024/25.
- 3.2 The guidance note will be published on the City Council's website to assist members of the public in understanding the way that the City Council operates with regard to neighbour notification on Planning Applications.

4. Alternative Options Considered

- 4.1 None.

5. Implications

- 5.1 Financial and Budgetary Implications
There are no significant financial or budgetary implications. Working practices have followed the approach set out in the guidance note over the past 6-9 months as part of an informal trial.

- 5.2 Legal and Governance Implications
The preparation of the Neighbour Notification Guidance Note is good practice and helps provide an open and transparent approach across all applications ensuring consistent discharge the Council's statutory functions as a Local Planning Authority.
- 5.3 Risk Implications
There are no significant risks associated with the implementation of the approach set out in the guidance note.
- 5.4 Corporate/Policy Implications
There are no significant corporate/policy implications associated with implementation of the guidance note.
- 5.5 Equality Implications
There are no significant equality implications arising from this guidance note.
- 5.6 Human Resources Implications
There are no significant human resource implications arising from the guidance note.
- 5.7 Health and Safety Implications
There are no significant health and safety implications arising from the guidance note.
- 5.8 Social, Environmental and Economic Implications
There are no significant social, environmental and economic implications arising from the guidance note other than ensuring that neighbour notification on planning applications is carried out in an appropriate, proportionate, open, transparent and consistent way.

Ward(s): All Wards
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Background Papers: None.