

Please provide the following information with documentary evidence in support of ALL responses:

A Details of the process/system for sending notification letters when an application is received. This should include how properties to be notified are identified, how letters are generated, who is responsible for printing them off and posting them, who checks them, how they are recorded on file, as well as information about the postal procedure/proof of posting.

To identify properties, the following guidance is used.

- For householder applications, the Council follows the procedure set out in the Development Management Procedure Order (2010) which requires adjoining properties only to be notified of planning applications: <http://www.legislation.gov.uk/ukxi/2010/2184/contents/made>
- This is further justified by the Barnet Adopted Statement of Community Involvement: <https://www.barnet.gov.uk/dam/jcr:22d0d45e-b2cc-4f11-9679-cba6c02dc9c9/Barnet%20adopted%20Statement%20of%20Community%20Involvement%202015.pdf>
- This is further justified by the Barnet Adopted Statement of Consultation and Publicity of Planning Applications: <https://www.barnetscb.org/dam/jcr:0517cc9f-0434-42ab-be54-0c4b9094e4d7/Publicity%20and%20Notification%20for%20Planning%20Applications%20v2.pdf>

To generate letters

- Based on identification process of neighbours above, the addresses are collated into a list. See screen grab 1 below:

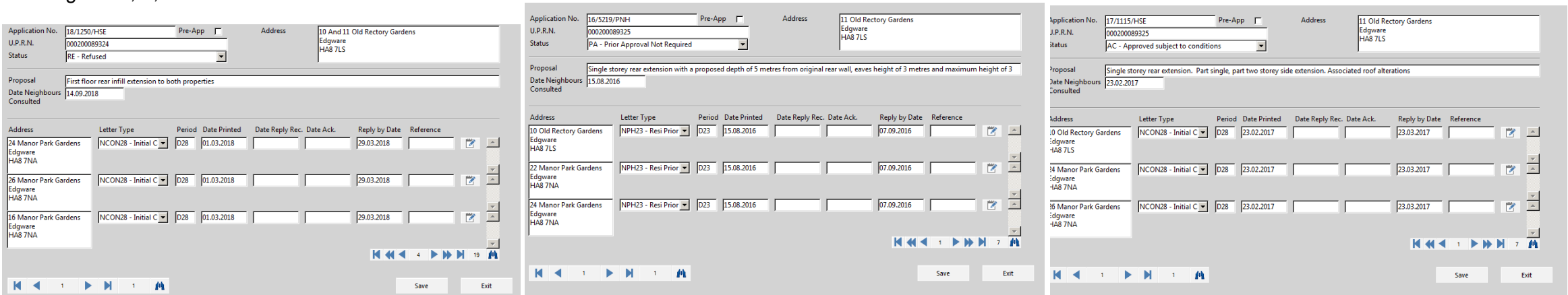
Address	Letter Type	Period	Date Printed	Date Reply Rec.	Date Ack.	Reply by Date	Reference
18 Manor Park Gardens Edgware HA8 7NA	NCON28 - Initial C	D28	01.03.2018			29.03.2018	
20 Manor Park Gardens Edgware HA8 7NA	NCON28 - Initial C	D28	01.03.2018			29.03.2018	
22 Manor Park Gardens Edgware HA8 7NA	NCON28 - Initial C	D28	01.03.2018			29.03.2018	

- A paper list is also published and printed for the file (attached as document 1)
- This was created on 1 March as indicated by attached Document 2 (audit trail)
- A template householder neighbour notification letter is generated addressed to each identified occupier. The letter is attached as document 3
- This was created on 1 March as indicated by attached Document 4 (audit trail)

The following screengrab 2 shows the actions and actors to initiate the application for public consultation:

FILCOV	sarah.saggers	Front Sheet and list of co	01.03.2018 11:54	1	<input type="checkbox"/>	
NCON28	sarah.saggers	Neigh Consult 28D	01.03.2018 11:45	1	<input type="checkbox"/>	
ACKFST	juanita.coyle	Acknowledge Fast-Track	01.03.2018 11:42	0	<input type="checkbox"/>	E-Mailed
ACKAPP	juanita.coyle	Standard Registration Le	01.03.2018 11:41	0	<input type="checkbox"/>	E-Mailed

ACKAPP – acknowledge application
ACKFST – Acknowledge fast track request
NCON28 – Neighbour consultation letter 28 days
FILCOV – creation of consultee list and front cover template

	<p>Screengrab 1 shows that an address has been identified, a letter type (NCON28), a time period (D28), a date printed and a reply date. Letters are sent through daily organisation mail collection from the Barnet House post room. Using second class postage.</p>
B	<p>Copies of the notification letters for each of the planning applications I refer to below, particularly evidence showing one was sent to the complainant.</p> <p>Copies of the notification letter sent to XXXXXXX for the following applications: 16/4437/PNH – None was sent. 24 Manor Park Gardens does not have a boundary adjoining that of 10 Old Rectory Gardens 17/4057/HSE – None was sent. 24 Manor Park Gardens does not have a boundary adjoining that of 10 Old Rectory Gardens 18/1250/HSE – A letter was sent to 24 Manor Park Gardens as 11 Old Rectory Gardens adjoins that property (Document 5)/Screengrab 3 16/5219/PNH – A letter was sent to 24 Manor Park Gardens as 11 Old Rectory Gardens adjoins that property (Document 6)/Screengrab 4 17/1115/HSE – A letter was sent to 24 Manor Park Gardens as 11 Old Rectory Gardens adjoins that property (Document 7)/Screengrab 5</p> <p>Screengrabs 3, 4, 5</p> 
C	<p>Did the Council consider putting up site notices for any of the applications</p>
	<p>Based on these two adopted procedural documents it is not standard procedure to erect a site notice for non conservation area householder applications.</p> <p>https://www.barnet.gov.uk/dam/jcr:22d0d45e-b2cc-4f11-9679-cba6c02dc9c9/Barnet%20adopted%20Statement%20of%20Community%20Involvement%202015.pdf https://www.barnetscb.org/dam/jcr:0517cc9f-0434-42ab-be54-0c4b9094e4d7/Publicity%20and%20Notification%20for%20Planning%20Applications%20v2.pdf</p> <p>There is no legislative provision within the Town and Country Planning General Permitted Development Order 2015 for the use of site notices for Prior Approval applications. ad</p>
D	<p>The number of properties officer reports said were notified fluctuates on applications. For example; for number 10 Old Rectory Close: 16/4437/PNH (8 addresses); 17/4057/HSE (12 addresses); 18/1250/HSE (11 addresses). For 17 Old Rectory Close: 16/5219/PNH (no mention of addresses); and 17/1115/HSE (7 addresses). Please explain.</p>
	<p>For prior approval (PNH) applications, only adjoining properties are required to be notified. With regard to 17/4057/HSE: The Council consulted non adjoining neighbours because the scheme featured extensions visible from the street by occupiers at 13 – 15 Old Rectory Gardens With regard to 18/1250/HSE: This application was for 10 and 11 Old Rectory Gardens thereby comprising a larger site boundary adjoining a larger number of properties.</p>
E	<p>Were any notification letters sent on 16/5219/PNH? If there were, what evidence is there in support? If not, please explain why.</p>
	<p>Letters were sent to neighbours for this application:</p> <p>Letters (Document 6) Audit of letter printing (Document 9)</p>
F	<p>Evidence neighbours were notified of the appeal of 16/4437/PNH as claimed in the letter of 10 April 2018.</p>
	<p>Letters to neighbours (document 10) Audit of letter (document 11)</p>

G	Has the Council received other complaints from residents about not being notified? If so, what did the Council do in response? Did it investigate these claims? Did it find any failings?
	<p>The neighbour at 22 Manor Park Gardens complained about no consultation on 18/1250/FUL 17/1115/HSE and 17/4057/HSE</p> <p>The Council has investigated and found that the neighbour was consulted on all three applications as indicated by documents 5, 7 and 12 Audit trail for these letters is provided at document 13</p> <p>The occupier at 18 Manor Park Gardens complained about no consultation on 17/1115/HSE. However, the occupier recognises that this is because the property is further away from the application site. The occupier at 26 Manor Park Gardens complained about not being notified on applications at 10 Old Rectory Gardens. However this is because the property at 26 Manor Park Gardens does not adjoin 10 Old Rectory Gardens. All applications regarding 11 Old Rectory Gardens have been notified to the occupier at 26 Manor Park Gardens.</p>