Who to speak to at your local authority

Putting the pieces together
1 Who to speak to at your local authority

Your local planning authority has a key role in neighbourhood planning. It has responsibilities that include making decisions on applications for a neighbourhood area to be designated all the way through to funding the independent examination of a plan. The organisation, of which the planning team is a part, has a wide range of responsibilities with a number of other departments. These can be a good source of advice, information and support. For example ‘other’ departments may be able to provide you with valuable evidence to support the policies in your plan. Others such as the estates department may talk to you as a landowner.

Understanding what these ‘other’ departments are and what they are responsible for can be challenging, especially as structures can vary between different organisations. The structure of local government can also vary between areas and you may wish to use this website to help you understand how your council works.

Your named contact within your local planning authority may be able to assist in identifying other relevant departments and may even be able to talk to them on your behalf.

To get you thinking about the wider organisation we have identified some of the other departments besides the planning department that you may wish to engage with. It is important to note that the list provided is by no means exhaustive.

It is recommended that you read How to engage and work constructively with your local planning authority alongside this template. This resource provides further information on how to engage constructively with your local planning authority and addresses the following:

- the role of the local planning authority in neighbourhood planning
- how to work constructively with your local planning authority

Contact:
Planning Aid England
Royal Town Planning Institute
41 Botolph Lane
London EC3R 8DL
Tel. 020 3206 1880
E-mail: info@planningaid.rtpi.org.uk

For further information please visit rtpi.org.uk/planning-aid
Registered Charity Number: 262865
Scottish Registered Charity Number: SC 037841