

Environment & Culture Procedure

Public Art Application¹

- Public Art Proposals received will be sent for consideration to the Service Manager for Libraries, Sport & Leisure in the Environment and Culture Department.
- Once a proposal for public art has been received the Service Manager will contact the applicant and advise them of the Council's Public Arts Policy and the application process.
- The Service Manager will then forward the applicant the application form which will outline the requirements and expectation of the installation.
- Upon receipt of a completed application, the Service Manager will check to ensure the application contains the relevant documentation.
- The Service Manager will establish a Project Board to evaluate and oversee the proposal. The membership of the Project Board is likely to differ depending on the project and the skillset required. The project board will consist of a minimum of 3 recommended staff and can include representatives from Environment & Culture, Planning, Harrow Arts, Parks, Highways and Community Engagement or who is deemed appropriate for that particular project. Consultation will also be undertaken with Ward Councillors and local authority champions.
- The Service Manager will circulate the proposal to the Project Board in advance.
- The Service Manager will organise a meeting with the Project Board to fully evaluate the application.
- During the Project Board meeting, the application will be evaluated upon the following criteria:
 - Has the permission of the Landowner been obtained?
 - Is the proposal adequately funded?
 - Does the proposal have a connection to Harrow?
 - Is the proposal representative of the wider community?
 - Does the proposal serve all sections of the community?
 - Does the proposal have Community/Councillor support?

¹ Please note that this procedure deals only with external applications for public art. Any public art applications made in conjunction with developments will be dealt with via the Community Infrastructure Levy (CIL) or S106 Agreement relating to that particular development application.

- Is proposal inappropriate or divisive?
 - Is the Structural Report satisfactory?
 - Has evidence of an adequate Indemnity Insurance Policy been provided?
 - Is there an adequate maintenance plan (inspection, cleaning, repair)?
 - Does the installation provide any Health & Safety Concerns?
- If the application satisfies all criteria, the applicant will be advised accordingly and the application will be forwarded with recommendations for final approval to the Divisional Director of Environment & Culture.
 - If the application requires amendments or there are further questions surrounding the application, the application will be returned and the applicant will be advised accordingly. The applicant will be expected to provide the necessary information/make the necessary amendments before re-submitting.
 - If the application is deemed to not be suitable, the application will be refused and the applicant will be advised accordingly as to the reason(s) why. The applicant will be able to appeal to the Divisional Director of Environment & Culture. The Director reserves the right to make the final decision regarding the application.
 - Once the application has been approved by the Director, The Service Manager will then²:
 - Forward to Community Engagement to arrange a Consultation (please refer to consultation process).
 - Contact the Planning Department to see if there is any planning permission required and advise the applicant to gain planning permission if necessary.
 - Once both the consultation and planning processes have been satisfied and the necessary permissions have been obtained, the application can then proceed.
 - The applicant will complete the legal agreement and agree a schedule of works with the Service Manager.
 - The proposal can then proceed to the project initiation stage. The project will be overseen by the Service Manager.

Review

This procedure will be reviewed one year after implementation unless:

- There are significant changes to legislation or regulation
- Deficiencies or omissions are identified
- The procedure is deemed to be no longer effective or in line with business values

² Planning and Consultation are separate processes and are enacted by different departments. Both processes can be run concurrently in order to speed up the process.

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