

**LDD 1  
SUBMISSION VERSION  
STATEMENT OF COMMUNITY INVOLVEMENT  
(SCI)**

**JANUARY 2005**

**TEXT ONLY**

(Please not all diagrams have been inserted into this document)

## **FOREWORD**

### **The Council's Commitment to Community Involvement for planning**

Community involvement in planning should not be a reactive, tick-box, process. It should enable the local community to say what sort of place they want to live in at a stage when this can make a difference. The planning reforms are designed to provide an accessible system with clear formal stages for participation, which reaches out to groups that have not historically easily engaged with planning. Information about plans and policies will be made readily available, in a form that is easy to understand and encourages participation. It will be clear who is responsible for the decisions that are made.

Planning should provide opportunities for people, irrespective of age, sex, ability, ethnicity or background, and organisations in the public, private and voluntary sector, business and others to make their views known and have their say in how their community is planned and developed.

**To be endorsed by Executive Member**

## Contents Page

1. Introduction	5
2. The New Planning System	7
3. Meeting legal Requirements	9
4. Hounslow's Strategies	11
5. The SCI – its purpose, benefits and process	13
6. General Principles of Consultation	15
7. General Practices of Consultation	18
8. Who to Involve in the Planning Process	26
9. Consultation Groups	28
10. Standards for Consultation on Planning Documents	34
11. Development Control Consultation Process	54
12. Minimum Legal Requirements for Consultation and Publicity	57
13. Standards for Consultation on Planning Applications	60
14. Resources and Management	70
15. Monitoring and Review	74
16. Independent Advice	76
17. Other Sources of Information	76
Glossary	77
Acronyms	89
Contacts	Inside back page
Translation	Outside back page

### APPENDICES

• Appendix 1 Testing the soundness of the SCI	81
• Appendix 2 General Consultation Bodies	82
• Appendix 3 Techniques to engage with hard to reach groups	83

## **TABLES**

- Table 1 Techniques to consultation
- Table 2 Standards for consultation on DPDs
- Table 3 Standards for consultation on SPDs
- Table 4 Community Involvement in the different types of planning applications
- Table 5a Consultation Standards for minor applications
- Table 5b Consultation Standards for Change of use Applications
- Table 5c Consultation Standards for Major, Significant and Strategic applications
- Table 6 Guidelines for consultation for applicants
- Table 7 Indicative costs of consultation
- Table 8 Hard to reach groups (Appendix 2)

## **FIGURES**

- Figure 1 Local Development Frameworks (LDF)
- Figure 2 Executive Business Plan
- Figure 3 Timetable for production of the SCI
- Figure 4 Stages of Consultation
- Figure 5 Demographic Profile of London Borough of Hounslow
- Figure 6 Development Plan Document Process
- Figure 7 Key Stages in Consultation of DPD process

## **1.0 INTRODUCTION**

- 1.1 This Statement of Community Involvement (SCI) is a statutory document within the Local Development Framework. The SCI identifies the process of community involvement and engagement for each type of development plan document and development control decision the London Borough of Hounslow's Borough Planning Department should undertake. This document will set out a clear public statement, enabling the community to know how and when they will be involved in the planning process. It sets out the authority's strategy for community involvement and how it links with other strategies.
- 1.2 The London Borough of Hounslow has always encouraged community involvement in the planning process. In the past a good level of consultation in planning has been achieved through providing opportunities to comment on planning applications, public meetings for major applications or public inquiry for the local plan. The purpose of this statement is to build on existing consultation processes established in the Council and to further engage Hounslow's communities. The SCI guides our Community and its stakeholders on opportunities for involvement as part of a continuous process.
- 1.3 When preparing a development plan document 'DPD' or in assessing a planning application, Hounslow is committed to demonstrating that the correct consultation procedures, which are set out in the SCI, have taken place. A 'Statement of Compliance' will accompany every development plan document that is produced Which will demonstrate how the production of the DPD has complied with the standards in the SCI .
- 1.4 This document explains what an SCI is; its purpose and benefits and the process of producing an SCI. It also identifies the general principles and practices of consultation that the Borough Planning Department will adhere to. The SCI is

split into sections, identifying standards for consultation for development plan documents and for planning applications.

## 2.0 THE NEW PLANNING SYSTEM

- 2.1 The introduction of the 2004 Planning and Compulsory Purchase Act has led to a major change in the planning system. It aims to change the way that local planning authorities approach consultation.
- 2.2 The Act requires the replacement of Unitary Development Plans with **Local Development Frameworks (LDF)**. This new planning system is intended to encourage a more streamlined approach, with the main intentions to speed up plan preparation and to increase and improve local community and stakeholder involvement in the planning process.
- 2.3 The LDF consists of a 'series of documents,' which are prepared by the local planning authority, which together with the London Plan will form the Development Plan for the Borough. The LDF comprises the following Local Development Documents:

### Figure 1 : Picture of LDF folder

- **Local Development Scheme (LDS)**  
This is a project plan for the LDF, which outlines details and a schedule of the planning documents the Council are intending to produce. It includes a timetable and 'milestone' targets towards production.
- **Statement of Community Involvement (SCI)**  
The SCI sets out how and when the community will be involved in the preparation of Local Development Documents and in considering planning applications.
- **Development Plan Document (DPD)**  
DPDs are statutory documents, which set out the Council's policies and proposals for different types of development in different areas. They will

be adopted after an examination in public. These can include the Core Strategy, site allocation policies and area action plans.

- ***Supplementary Planning Documents (SPDs)***

SPDs are non-statutory documents, which are approved by the *Council following public consultation but are not subject to external examination like DPDs. They provide additional guidance on how DPDs are to be used.*

- **Annual Monitoring Report (AMR)**

This will assess the implementation of the Local Development Scheme and the extent to which policy objectives and targets in planning documents are being achieved.

### **3.0 MEETING LEGAL REQUIREMENTS**

- 3.1 The Government has outlined the minimum amount of consultation to be undertaken. For planning documents included in the Local Development Framework, these are prescribed in the Town and Country Planning (Local Development Documents) Regulations 2004 and for planning applications as prescribed in the Town and Country General Development Procedures Order 1995.
- 3.2 The Council in preparing local development documents must comply with the general duty in the Race Relations (Amendment) Act 2000 to promote race equality. This duty means that the Council must have due regard to the need to eliminate unlawful racial discrimination and promote equality of opportunity and good relations between persons of different racial groups. In accordance with the Code of Practice on Racial Equality Housing, the Council endeavors to actively combat discrimination and promote racial equality in all planning services.
- 3.3 The SCI will be assessed for its likely impact on diversity and equality of opportunity. This is detailed in the accompanying Equality Impact Assessment. As all subsequent documents will be produced in accordance with the SCI, potential impacts on diversity and equality of opportunity will be captured in achieving the standards set by the SCI. The SCI actively delivers the Council's commitment to equality of opportunities and diversity in the planning process.
- 3.4 The Council also has a duty to comply with the Disability Discrimination Act 1995 – this places a duty on all those responsible for providing a service to the public not to discriminate against disabled people by providing a lower standard of service. Service providers have to consider making reasonable adjustments to the way they deliver their services so that disabled people can use them. This document will be subjected to an impact analysis to ensure that there is no negative impact of our service delivery on any target group. The result of the

impact assessment will be attached to this document along with any necessary recommendations for addressing the negative impact.

## **4.0 HOUNSLOW'S STRATEGIES**

- 4.1 Hounslow's Local Strategic Partnership (LSP) is made up of the key organisations in the Borough. In addition to the Council these include the Fire Service, the Police Service, Primary Care Trust, West London Business, Hounslow Voluntary Sector, Hounslow Race Equality Council and West London Learning and Skills Council.
- 4.2 The LSP produced the Community Plan 2005/07. This brings together the future aims of residents, businesses and organisations, with targets to deliver joined-up services to make this vision for the Borough a reality and deliver services in a more cost effective and efficient manner for the benefit of our communities.
- 4.3 The Community Plan is a living document. While it sets out a framework for the next five years of how the Borough can be improved for the people who live, study and work here, it is also responsive to the changing needs of our various communities.
- 4.4 The Local Development Framework (LDF) should be a key component in the delivery of Hounslow's Community Plan. The Community Plan reflects the efforts of the public, private and voluntary sector. These groups work together in order to promote and develop the social, economic and environmental well being of the community. The Community Plan also reflects community aspirations. Accordingly, the Community Plan is central to the SCI, which aims to deliver the communities' agenda in the planning process. There will be a clear relationship between the policies in planning documents and the Community Plan.
- 4.5 The Executive Business Plan (2005/06 – 2007/08) sets out the 10 priorities that provide the framework for the Council's overall ambitions and what the Executive intends to deliver as part of the Community Strategy over the next 3 years. The Executive are focusing within the framework of 5 cross cutting themes of which

one key one to the SCI is the improving processes, efficiency and management of the Council through the modernisation agenda.

4.6 As part of the modernisation agenda the Executive has agreed a corporate e-Government Strategy, a new Council wide ICT strategy and a corporate customer services strategy. The Executives key objectives that tie together the different elements of the modernisation agenda include, delivering modern and efficient council services using IT; Improving the customer experience in line with recommendations arising from the customer services best value review and the effective use of new technology and the development of streamlined customer services.

**Figure 2: Executive business plan picture**

4.7 The SCI will help to deliver the objectives of the Customer Services Strategy by ensuring that our customers have easy and convenient access to all planning services. The SCI will make a particular effort to use new technologies to reach all of our communities including hard to reach groups in a way that is as convenient and accessible as possible. It will achieve this by providing a number of opportunities to access our services through web-enabled access, both on-line and via the telephone and the maintenance of high quality facilities for personal or walk-in transactions. The SCI will also ensure adequate time is given to respond to customers in accordance with the Customer Service Strategy.

4.8 Furthermore, the SCI will be consistent with and inform related corporate policies, such as the Corporate Communications Strategy which is in early draft and will inform Corporate Consultation. This Corporate work seeks to establish a corporate framework of good practice for internal as well as external communication and consultation.

## **5.0 THE SCI – ITS PURPOSE, BENEFITS & PROCESS**

- 5.1 This statement will enable the community to know when and how it can be involved in the preparation of local development documents and the assessment of planning applications. It will help to ensure that people have access to information and can put forward their own ideas and feel confident that there is a process within which they will be considered able to participate. It will also help to ensure that the community has the opportunity to take an active part in developing proposals and options. It will also allow an opportunity for comments on formal proposals and obtaining feedback and to be kept informed about progress and outcomes.
- 5.2 The early engagement of the community in the planning process is essential in achieving local ownership for policies and plans that will shape the future distribution, quantity and location of uses and development in the Borough. It is important that this involvement takes place at an early stage so that the community can have a meaningful input into the planning process. Techniques will be tailored to target specific groups and individuals as appropriate at stages when their involvement is relevant and of value.

### **PROCESS OF PRODUCING AN SCI**

- 5.3 The process for producing the SCI comprises four distinct stages; Pre-production, production, examination and adoption. The pre-production stage involves evidence gathering and the early engagement with Hounslow's community. The production stage will involve a 6-week consultation on the draft SCI and a further 6 week consultation on submission of the SCI to the Secretary of State. The SCI will be subject to an Independent Examination and will be tested by an independent government inspector for 'soundness'. The test for soundness can be found at **Appendix 1**.
- 5.4 The timetable for production is outlined below:

**Figure 3: Timetable for production for the SCI**

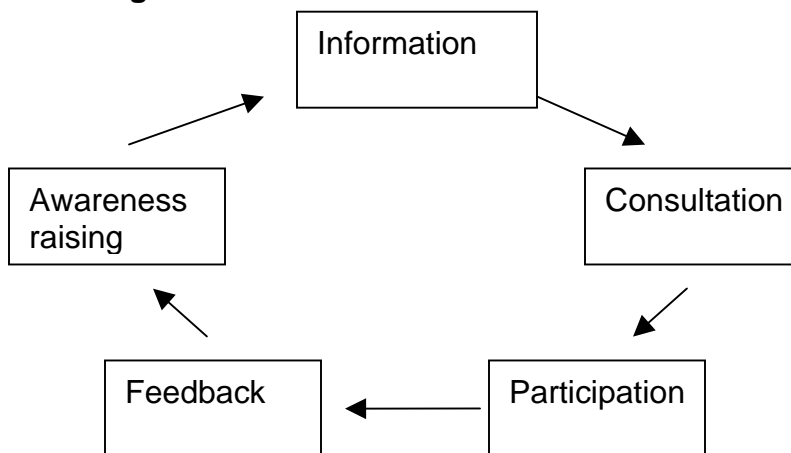
<b>Stage</b>	<b>Timescale</b>
The Pre-production stage	On going
The Production stage	August 2005
<b>Date for Submission to Secretary of State</b>	<b>January 2006</b>
The Examination	March 2006
Adoption	June 2006

- 5.5 The Statement of Community Involvement will be subject to an Equality Impact Assessment after the production stage but prior to the submission of the document to the Secretary of State. This is in accordance with specific duties under the Race Relations Amendment Act (2000).

## 6.0 GENERAL PRINCIPLES OF CONSULTATION

6.1 The stages of community involvement can go from the very basic awareness raising exercise to providing information relating to the planning process, before meaningful consultation and participation can be undertaken. The last and one of the most important stages is the ability to feedback how an individual's contribution to consultation has been used.

**Figure 4 Stages of Consultation**



6.2 There are various stages of consultation, each stage feeding into the next until the process begins again, each time the process becoming more developed and refined. (See **Figure 4**)

**Awareness** – of issues, processes or consultations can be raised, for example, through Hounslow's magazine 'hm', where the community can find out information about meetings and exhibitions etc

**Information** - will be made available in order for the community to read and understand the proposals and issues surrounding it. (e.g. 2 page snapshot for the Brentford Area Action Plan)

**Consultation** - will then take place with the community. This will form the "Options" stage.

**Participation** – Participation will take place with the community and stakeholders in meetings and forums etc

**Feedback** - This will inform the options and then preferred options stage

The key to consultation is ensuring that it is of an appropriate type and scale in relation to the aims of the specific planning document being produced.

6.3 While specific methods of consultation are best suited to particular groups, the Borough Planning Department will strive to ensure that they meet a number of principles in relation to consultation on any planning document or planning application.

6.4 Our general principles for consultation are:

- We will meet or exceed all of our statutory duties as set out in the Town and Country Planning Regulations 2004
- We aim to give everyone the fullest opportunity to get involved and influence planning policy and decisions, subject only to resource and time constraints
- We will try to achieve this in part by making information widely available for inspection and research in different formats and in accessible locations
- With both our own plans and developer proposals, we will aim to publicise information and consult at the earliest opportunity, and doing so in a range of different ways that are convenient and accessible to people
- We will offer advice to people on how they can be involved and direct them to other, independent sources of advice (see Section 18)
- We propose to make particular efforts to use new techniques to reach people who have previously proved hard to reach

- We will allow adequate time to respond and give full consideration to all views received
- We will keep people up to date with proposed changes on plans and proposals and reconsult as necessary
- We will accurately report the comments received detailing them in planning reports and demonstrate how these have fed into the report.
- We will publish our reports in accordance with access to information and enable comment on them before decisions are taken
- We intend to tell people when and where decisions will be taken at committee meetings, enable attendance and allow representations / deputations according to the Council's speaking rules
- We will tell people what decisions have been reached and the reasons for them
- We will let people know how their comments have contributed to a decision that has been made
- We will explain any rights of appeal and advise on other courses open to people
- We will commit to monitoring and reviewing our consultation practices through a satisfaction survey.

## 7.0 GENERAL PRACTICES OF CONSULTATION

7.1 There are a number of general practices that the Council will apply in engaging communities for any planning document and planning application.

7.2 The Planning Department's principal office is at The Civic Centre, Lampton Road, Hounslow. The office hours are 9 – 5 pm Monday to Thursday and 9 – 4.45 pm on Fridays.

7.3 The Borough Planning Department is split into 4 service areas, Strategic Planning Policy, Development Control (including planning enforcement and building conservation), Building Control and the Drawing Office.

- For information relating to the Local Development Framework and the UDP, please contact the Strategic Planning Policy Team.
- For information relating to planning applications, either submitting or commenting on an application, please contact Development Control.
- To report unauthorised structures, land uses and advertisements contact planning enforcement.
- The Drawing Office provides a range of services including mapping geographical information and land surveys. If you are submitting a planning application the Drawing Office can supply you with a set of 6 survey maps for a fee.

***Further Contact details can be found at the back of this document***

7.4 Whilst we endeavour to ensure that there is an officer available to speak to you in person throughout the day, we do recommend that you book an appointment to avoid disappointment. If you have difficulty speaking English or would like information in different formats we can usually arrange for a translator to assist. For further details please see para 7.16 below.

7.5 If you have any queries, or questions relating to planning please contact the planning office using any of the following methods and we will respond to you as soon as possible.

Borough Planning Department  
Civic Centre,  
Lampton Road,  
Hounslow, TW 3 4DN  
Tel: 020 8583 2000  
Fax: 020 8583 4900  
Email: [planningcomments@hounslow.gov.uk](mailto:planningcomments@hounslow.gov.uk)

Please remember to include a daytime phone number and postal or email address in any correspondence so that we have alternative ways of contacting you.

### **Borough Planning Department Reception**

7.6 All planning documents and planning applications can be viewed at the Civic Centre on request at the Borough Planning Reception Desk, located on the ground floor. The building is fully accessible. Information held includes the Statutory Planning Register, all local plan documents and all planning application forms.

### **Duty officer**

7.7 Currently there is a duty officer available at the Civic Centre reception every afternoon from 1pm – 4.30pm Monday to Friday to deal specifically with householder queries. If you would like to speak to a planning officer about general planning applications, we recommend that you make an appointment with a planning officer from the relevant area team (please see para 7.3 – 7.5).

### **Libraries**

7.8 A copy of all draft and adopted planning documents will be held at the main reference library in Hounslow and at the relevant local libraries. Where appropriate, use will be made of library notice boards to advertise consultation. A

copy of all major planning applications will be held in the relevant local library. Please refer to the Hounslow website for opening times of our local libraries.

### **Hounslow website**

7.9 All planning documents and details of planning applications are available on the Hounslow website: [www.hounslow.gov.uk](http://www.hounslow.gov.uk) - follow the links from 'P' for Planning (a-z of services) These include the Unitary Development Plan, the Local Development Framework, supplementary planning documents and planning application forms.

7.10 As part of the consultation process, representations can be made on-line for all new planning documents that are out for consultation.

### **Weekly planning lists**

7.11 The Borough Planning Department produce a weekly list of all registered planning applications and decisions taken on planning applications. This is available to view on the Hounslow website or at the Borough Planning Reception.

### **Hm magazine**

7.12 The Borough magazine 'hm' will be used where appropriate to inform and consult our community. This is likely to be used for consultation on all stages of development plan documents and for major or significant planning applications where appropriate. This is produced every 2 weeks and distributed to every household and business within the Borough.

### **7.13 Local Press and Public Notices**

Public notices for planning applications are generally put into our local newspapers, primarily the Hounslow Chronicle, as it is a 'borough wide' newspaper. The use of other local newspapers for public notices may also be appropriate. Press releases will be used as a method to advertise consultation on planning documents. This is considered an efficient way of providing

information with little cost associated with it. It also provides an additional mechanism to provide information to a wider audience.

### **Poster Sites**

- 7.14 There are a number of Council owned poster sites found around the Borough, which can be utilised where appropriate for advertising both consultations on all stages of planning documents and public meetings where appropriate. These are found in town centres and near to local community buildings.

### **Translation**

- 7.15 There is also the opportunity for speakers of other languages to have documents and information translated – in writing or verbally – by the Council's Translation Unit. The Unit provides translations of documents or part of documents in all major languages spoken in Hounslow and can be contacted via fax, e-mail or phone.
- 7.16 Similarly documents can be translated into Braille or be provided in a large format. If you would like any information regarding the translation or interpretation of planning documents or applications please contact the Borough planning department who can arrange it for you or contact the translation unit directly.

The Translation Unit  
Civic Centre  
Lampton Road  
Hounslow TW3 4DN  
Phone: 0208 583 5233  
E-mail: [translations@hounslow.gov.uk](mailto:translations@hounslow.gov.uk)

### **Committee Meetings**

- 7.17 There are six committees that planning applications and planning documents can go to – five Area Committees and the Sustainable Development Committee. Five area committees within the London Borough of Hounslow are Chiswick; Central Hounslow; Heston and Cranford; Isleworth and Brentford and West Area.

Each of the five Area Committees holds two separate types of meetings, monitoring and planning meetings.

- 7.18 The Area Monitoring Committee meeting monitors and reviews services delivered by the Council and other agencies in that area. Meetings are open to the public and there is an opportunity for members of the public to raise issues of concern. **For details about how to do so, please contact committee services (see below Para 7.23).**
- 7.19 The Area Planning Committee meetings consider local planning and traffic management issues and allocates local budgets for environmental improvements and footway and highway repairs. The Committee can also determine planning applications where necessary, involving less than 10 residential homes or less than 1,000 sq. metres of commercial floorspace and is a formal consultee on major applications.
- 7.20 The Sustainable Development Committee considers policy on planning, development and environmental issues of a Borough-wide or regional significance. It can determine where necessary, planning applications for developments involving 10 or more residential dwellings or over 1,000 sq. metres of commercial floorspace.
- 7.21 The Executive are the main decision making body of the Council and will authorise the publication and consultation for each stage of the production of the planning documents. This is with the exception of the final submission version of a planning document. This has to be agreed by the Borough Council for submission to the Secretary of State for independent examination. Following the examination in public of the planning document, the Inspectors report (which is binding) will be reported to the Executive and the outcome reported to Full Council to agree adoption of the planning document.

- 7.22 Committee meetings are advertised in local papers, on the council website and on local advertising posters. The meetings take place in accessible locations such as the Civic Centre, local libraries, community centres etc. The presentations will be made using various visualisation techniques to clarify the vocal presentations. The information that will be presented in the public arena will be available five days before the meetings take place for public viewing in the form of a Committee Report. These reports are available in large font formats and in Braille on request. A translation service can be organised if requested. The minutes of any of the committee meetings are generally produced and widely available in the week preceding the next committee meeting. For decisions on planning applications this information is available following the committee.
- 7.23 For further information on any Committee Meetings and requests to speak please contact Committee Services on 020 8583 2000. (Chiswick Area ext 2066, Central Hounslow Area ext 2071, Heston & Cranford Area ext 2061, Isleworth and Brentford Area ext 2065 and West Area ext 2072). All information relating to committees, including details of meetings and agendas can be found on the website.
- 7.24 The majority of planning applications are determined under 'delegated powers'. The Head of Development Control, based on a recommendation given by planning officers, has the power to make a decision on a planning application without having to go through the committee process. This occurs when the proposal is in accordance with the local plan and no objections have been received. An application, which has objections, can not be approved under delegated powers, it must be determined by an Area Committee or Sustainable Development Committee where appropriate.

### **General Public Meetings and Exhibitions**

7.25 Public meetings and exhibitions are most likely to be used for the later stages of development plan document production and for major or significant planning applications. All public meetings and exhibitions will be held in buildings accessible by a range of transport options and with disabled access. The advertisement of such meetings and exhibitions will be on the Hounslow website, in the local newspapers and HM magazine where appropriate, on-site notices and other media. All meetings will be chaired and minuted, and the minutes made available within a reasonable time and attendances recorded. The timing of meetings will be tailored appropriately to the audience. Similarly exhibitions will be staffed as long as resources permit.

### **Focus Groups and Forums**

7.26 Where appropriate the Council will utilise focus groups and forums as mechanism to engage and consult. This is most likely to occur at the later stage of planning document production such as at the preferred option stage. These will most likely be set up on a topic or area basis and will be lead by Council officers, with the support of facilitators. These will adhere to the general principles relating to public meetings in terms of location, accessibility and timing. Notification will be sent to interested parties to participate in these groups and forums.

### **Local Community Websites**

7.27 The Council will also consider the use of local community websites as part of the consultation process. It is most likely that these would be utilised for area specific planning documents such as area action plans. The use of these websites will not be seen in isolation but as a complimentary measure to the use of the Councils own website.

### **Local Media**

- 7.28 In some circumstances, particularly on Borough wide issues it may be appropriate to use local media such as television and radio. In particular opportunities could be used to utilise BME local radio and newspapers to ensure we are communicating with all sectors of our community.

### **Leaflets and Brochures**

- 7.29 Where appropriate information will be provided in leaflets and brochures to compliment consultations – in particular it would be most appropriate for development plan documents. Leaflets and brochures can also be utilised for information sharing and will be presented in an easy to use manner and made available at the civic centre and local libraries

### **Information Distribution**

- 7.30 There is a commitment to ensure that information distribution is completed in the most accessible and timely manner. Notification of planning application consultations will be by letter. Consultations on planning documents will be, where individuals have specified notified by email and by letter.

### **Keeping involved**

- 7.31 A database of all those stakeholders who would like to be kept involved in the planning process will be kept up-to-date and maintained through a yearly review. If you would like your details to be kept on a database so you can be consulted about planning applications or any planning document please contact us on the above numbers / email and let us know what you would like to be kept informed about and how you would like to be kept informed. Please find contact details at the back of this document.

## **8.0 WHO TO INVOLVE IN THE PLANNING PROCESS?**

8.1 Hounslow is a community of communities and comprises of everyone who lives, works in or visits the Borough. In order to establish a better understanding of who makes up our communities a wide range of factors need to be taken into account, such as language, race, gender, age and many more.

8.2 The London Borough of Hounslow has a resident population of approximately 212,000. The majority are of White British origin. The second largest ethnic group in Hounslow is Asian and Asian British, many of whom are Indian. Correspondingly, just over half of the population clarify themselves as Christian, followed by Muslim, Sikh and Hindu as the next largest faith groups in the borough. With over 120 languages spoken in the borough, Hounslow is one of the most culturally diverse boroughs in London.

### **Figure 5 demographic profile of LBH**

8.3 As London's international gateway from Heathrow Airport Hounslow has a vibrant business community with major employers such as the airport and related industries, TV and creative industry employers and multinational companies all located in Hounslow. It should also be noted that 60% of the working population of Hounslow in-commute.

8.4 There are also visitors to Hounslow, which include people from a West London wide catchment area, who come to shop and socialise in Hounslow's metropolitan, major and district town centres; visit major attractions, such as historic monuments and parks; go to school in the borough or use one of Hounslow's many religious facilities.

8.5 Furthermore, Hounslow is home to a vibrant voluntary sector with over 800 voluntary and community organizations, ranging from advocacy groups, youth organisations and faith-based groups to long-established residents associations

and charities. We have an understanding of who our community is and now we need to understand how they would like to be involved in the planning process.

8.6 Traditionally, the Council has consulted communities and stakeholders on the Unitary Development Plan and all planning applications. Groups consulted have primarily included a number of statutory bodies, such as government bodies and national organisations; internal stakeholders; and consultees, who have specifically requested to be involved. The latter typically included developers, landowners, businesses or residents, who have considered themselves adversely affected by a development proposal.

8.7 In tailoring consultation techniques specifically to engage the appropriate parts of the community at stages when their involvement is relevant and of value, the SCI ensures that residents get involved in those decisions that affect their daily lives.

## 9.0 CONSULTATION GROUPS

- 9.1 Local authorities must consult a number of General and Specific Consultation bodies in order to meet the minimum standards set by The Town and Country Planning Regulations (2004). These include specific and general consultation bodies. A full detailed list of these groups are found in Appendix 2 of this document
- 9.2 Specific consultation bodies as identified in Planning Policy Statement 12 are bodies who must be consulted in accordance with the Planning and Compulsory Purchase Act and the Town and Country Planning Regulations. These include neighbouring authorities and regional agencies such as Greater London Authority (GLA) and the London Development Agency (LDA and the Government Office for London.
- 9.3 General consultation bodies will include voluntary bodies whose activities benefit the authority's area, bodies representing the interests of different races, ethnic or national bodies, different religious groups, disabled persons and persons carrying out business in the area. There is an indicative list found in Appendix 2. This only lists the types of groups the Council proposes to involve with and not specific lists as this exact list could change too quickly. **A fuller list of consultation bodies will be maintained in separate databases to the SCI these are the Voluntary Sector Directory, Local Development Framework database (as detailed in Para 9.31)**

### **Hard-to-reach Individuals and Groups**

- 9.4 There are a number of groups, which are described as hard to reach and traditionally did not have 'a voice' in the planning process. There are also individuals who have not been engaged in the planning process who do not belong to any particular group or groups. There maybe specific characteristics such as language, cultural, educational or physical barriers that would need to be

considered when identifying the most appropriate way of engaging these individuals and groups into the process. Similarly the needs of those who feel alienated or apathetic towards the planning process will also have to be addressed. Groups, which are hard to reach are often represented by organisations. Typically, these groups include people, who are physically, socially or financially isolated.

9.5 The following individuals and groups have been identified as hard to reach:

- People who speak a first language other than English;
- People from black and minority ethnic groups;
- Women;
- The elderly;
- Young people and children;
- Physically or mentally disabled persons;
- New residents;
- Persons with homosexual, bisexual or transsexual orientation
- Socially excluded groups, such as travellers, refugees, asylum seekers, homeless persons, other migrants
- People of different faiths
- Small businesses;
- Visitors;
- The apathetic

9.6 For each planning document it will be necessary to identify the relevant hard to reach groups. Having done so the techniques used to engage with these

groups will also need to be tailored to the groups. Some of these groups are represented by organisations which form part of Hounslow's Local Strategic Partnership (LSP). A list of hard-to-reach groups can be found in **Appendix 3** - this details the techniques that could be used to engage with these groups.

- 9.7 The five Area Monitoring Committees will be used as a formal stage for consultation for each of the planning documents produced. The five Area Planning Committees are used for consultation on major planning applications that are determined by the Sustainable Development Committee.
- 9.8 **Table 1** below broadly identifies which stakeholders should be consulted for each local development document. It also indicates which techniques could be used to consult.

**Table 1: Techniques to consult different stakeholders on Local Development Documents**

Stakeholders	Local Development Documents						Techniques to Consult
	Core Strategy DPD	Site Specific Designations and policies	Development Plan Document Topic	Development Plan Document – Area Action Plan	Supplementary Planning Document (Site Specific)	Supplementary Planning Document Topic	
Adjacent Local Planning Authority	✓	✓	✓	✓	✓ Where appropriate	✓ Where appropriate	Council website; local media; letter / questionnaire <b>via email</b> ; Appropriate forum e.g. an area committee
Business Community	✓	✓	✓	✓	✓ Where appropriate	✓ Where appropriate	Council website; local media; hm magazine; local forum; leaflet / brochures; formal written consultation; focus groups; exhibition
Community & Voluntary Groups	✓	✓	✓	✓	✓ Where appropriate	✓ Where appropriate	Council website; local media; hm magazine; local forum; leaflet / brochures; formal written consultation; focus groups; exhibition
Councillors	✓	✓	✓	✓	✓	✓	Area Monitoring Committee Questionnaires / Surveys
Developers / Land owners	✓	✓	✓	✓	✓	✓	Council website; local media; hm magazine; local forum; leaflet / brochures; formal written consultation; focus groups; exhibition
Hard to Reach Groups	✓	✓	✓	✓	✓	✓	Each DPD/ SPD will have its own identified 'hard to reach groups' The consultation will be tailored to meet their needs refer to Appendix 3

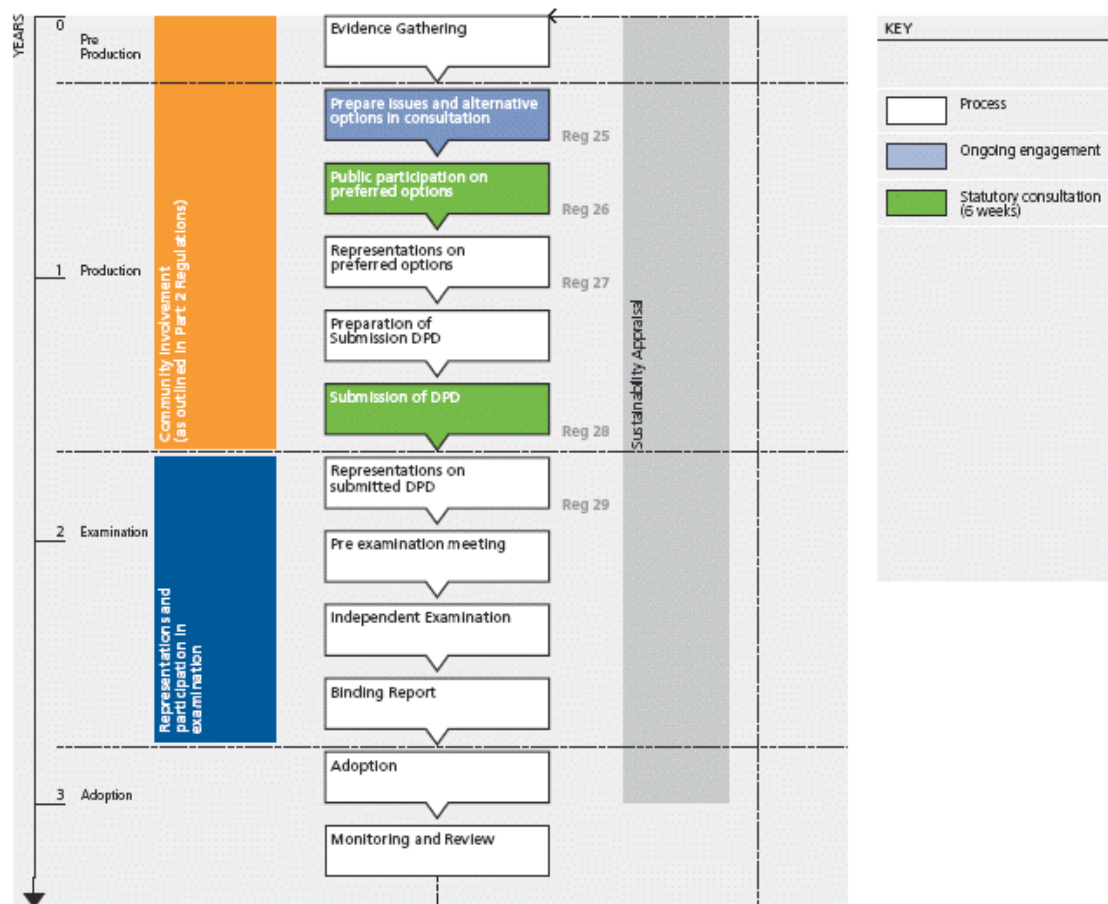
	Local Development Documents						
	Core Strategy DPD	Site Specific Designations and policies	Development Plan Document Topic	Development Plan Document – Area Action Plan	Supplementary Planning Document Site Specific	Supplementary Planning Document Topic	
Internal Departments	✓	✓	✓	✓	✓	✓	Steering group; email distribution
Local organisations	✓	✓	✓	✓	✓	✓	Council website; local media; hm magazine; local forum; leaflet / brochures; formal written consultation; focus groups; exhibition
Local Strategic Partnership	✓	✓	✓	✓	na	na	LSP forum Questionnaires / surveys for consultation
National / Regional Organisations	✓	✓	✓	✓	✓ where appropriate	✓ where appropriate	Formal written consultation Questionnaires; Council website;
Residents	✓	✓	✓	✓	✓	✓ where appropriate	Council website; local media; hm magazine; local forum; leaflet / brochures; formal written consultation; focus groups; exhibition
Residents Panel	✓ where appropriate	✓ where appropriate	✓ where appropriate	✓ where appropriate	na	na	Questionnaire; local forum
Statutory Consultees	✓	✓	✓	✓	✓	✓	Letters / email; Council website
Visitors	✓	✓	✓	✓	✓	na	Council website; Information held at community buildings



## 10.0 STANDARDS OF CONSULTATION ON DEVELOPMENT PLAN DOCUMENTS (DPD)

10.1 This section will set out what each stage will achieve in terms of community involvement and engagement. The diagram below illustrates the stages of production for any development plan document.

**Figure 6: The Development Plan Process**



### Pre-production

10.2 The pre-production stage of any DPD is crucial. Its aims are not only awareness raising generally about the planning system but to also inform Hounslow's community about what the process and timetable will be for the planning documents we will be producing. At this stage prior to production, there are a number of documents available to inform the DPD process.

10.3 The timetable for the production of the DPD is set out in Hounslow's Local Development Scheme, as agreed with the Government Office for London. Any changes to timetables can be found in the Annual Monitoring Report (AMR) and subsequent updating of the Local Development Scheme. These documents can be found on the LBH website and copies are held at the Civic Centre and at local libraries and are also available to purchase from the Strategic Planning Team.

10.4 The key at this stage is the early engagement of the community - not only raising awareness of what is happening regarding the planning process for example through information in hm magazine or articles in the local press or exhibitions, but also to informally or formally gauge what the issues are relating to an area or a topic. This could take the form of collating information from consultations such as the Residents Panel or formally sending out letters, questionnaires and surveys. Identifying the issues at this stage will help to form the scope of the options available to the community.

### **Production**

10.5 The early engagement stage is used to inform the production of the DPDs. There are 3 stages of document production

- Issues and options,
- Preferred options and
- The examination document

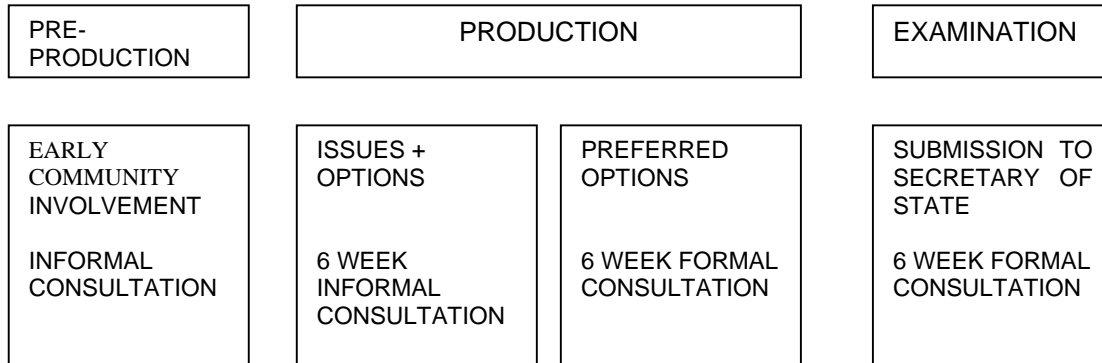
Each stage has a 6-week consultation period. The purpose of each consultation is for consultees to have a say in the evolution of the plan or policies. **The key stages for community involvement are the issues and options stage and preferred options stage.** Each stage will seek to build consensus through continuous community engagement and provide feedback as to why a particular option has been favoured.

### **Examination and Adoption**

10.6 The development plan document is submitted to the Secretary of State for independent examination. At the same time representations are invited through a 6-week formal consultation exercise.

10.7 The figure below depicts the key stages of community involvement in the production of planning documents

**Figure 7 Key stages in the production of DPDs**



The standards for consultation on any development plan document are set out in Table 2 and are expected to be achieved by the Borough Planning Office. Table 2 shows what will be consulted on, how this will be achieved, where consultation will take place and who will be consulted. It also explains why consultation has taken place, the Regulations that govern the consultation and the expected outcome.



**TABLE 2: STANDARDS FOR CONSULTATION ON DEVELOPMENT PLAN DOCUMENTS**

**Stage 1: Pre-Production Consultation**

<b>WHAT</b>	<b>HOW</b>	<b>WHERE</b>	<b>WHO</b>	<b>WHY</b>	<b>STANDARDS</b>	<b>OUTCOME</b>
Sharing Evidence Base.	Publication of consultants reports; Background papers and technical information; Questionnaires and survey; Desktop studies; Compile policy context; Other studies.	Council Website; local media; local libraries; Committee.	All Stakeholders.	Provide an up-to-date and robust evidence base to inform those involved and enable them to make an informed decision. To raise levels of awareness.	Must be undertaken to produce a sound evidence base.	An informed stakeholder group.
Raising awareness of New Planning System.	Committee reports; members training; local media; Internal officer training.	Council website; Area Committees; HM magazine; local media.	Members; general public; internal officers, all stakeholders.	To enable engagement in the planning process.		Enhanced understanding of the planning system.

<b>WHAT</b>	<b>HOW</b>	<b>WHERE</b>	<b>WHO</b>	<b>WHY</b>	<b>STANDARDS</b>	<b>OUTCOME</b>
Early Involvement / Front loading.	Questionnaires; surveys; exhibitions; posters; Committee reports; door to door delivery Website; local media; local libraries; Civic Centre.	Website; local media; local libraries; Civic Centre; Area Monitoring Committees; Accessible information held at Civic Centre.	National / Regional and local organisations; government agencies; developers; LBH community; Hard to reach groups.	Facilitate early involvement to secure input from the community and all stakeholders.	Must be using methods of involvement that are appropriate and relevant to the communities concerned.  Informal pre-submission consultation Regulation 25	Engaging anyone who has interest in planning at the earliest stage - Continuous Community Involvement.  Sense of ownership of local policy decisions.
Structured meeting with facilitator	Focus Groups.	Local media; local libraries; Meeting place.	All stakeholders.	To minimise conflict.		Buy-in from local communities – reducing the potential conflict.

## Stage 2: Production Development Plan Documents Consultation

WHAT	HOW	WHERE	WHO <sup>1</sup>	WHY	STANDARDS	OUTCOME
Prepare issues and alternative options	By formal letter / email	Hard copy sent directly to statutory consultees	Mayor of London Neighbouring Boroughs and Highways Agency	Statutory regulation to consult	Regulation 25  Pre-submission consultation	Process to submit comments and influence production of documents
Initial Sustainability Appraisal report.	Available for inspection – no formal consultation on the document Notification sent out with consultation of the above.	Civic Centre, Council website, and other appropriate places e.g. libraries.	Internal steering group. Consult relevant parts of the community and stakeholders.	To help inform stakeholders of the environmental, economic and social impacts of the alternative options.	Stage A Sustainability appraisals of Regional Spatial Strategies + Local Development Documents	Ensure representations are informed by the economic, environmental and social impact of the options.
Consultation on Issues and alternative options.	Appropriate style Questionnaire / survey and background paper assessing	HM magazine; Local media; Public Notice; Council website; Area Monitoring Committees.	Internal steering group Consult relevant parts of the community and stakeholders.	To establish stakeholder views. To consult on potential options and to engage	Regulation 26  Pre-submission Public Participation	Broad base reasons from all sections of the community on the options paper to help

<sup>1</sup> Pre-submission consultation must take place with each of the Specific and General consultation bodies as specified in Reg 2 that the authority considers appropriate

WHAT	HOW	WHERE	WHO <sup>1</sup>	WHY	STANDARDS	OUTCOME
	issues and identifying potential options,	Civic Centre and other appropriate places e.g. library		the community in the process. Legislative requirement for 6-week statutory consultation.		inform the preferred option.
Preparing and consulting Sustainability Appraisal Report	Formal 6 week consultation  Testing the options against the SA objectives  Consider ways of mitigating effects	Area Monitoring Committees / Report on the preferred options will be agreed by the Executive.	Internal steering group Consult relevant parts of the community and stakeholders.	To help inform stakeholders of the environmental, economic and social impacts of the alternative options	Stage D Sustainability appraisals of Regional Spatial Strategies + Local Development Documents	Ensure representations are informed by the economic, environmental and social impact of the options.
Reporting back on Issues and options consultation  And Preparing preferred options	Report assessing the results and main outcomes of the consultation .and present preferred options	Area Monitoring Committees / Report on the preferred options will be agreed by the Executive.	Internal steering group, Consult relevant parts of the community and stakeholders.	To let the consultees see how their comments have informed the next stage of production of DPD.	PPS 12	To understand the views of stakeholders and to move forward to a preferred option.

WHAT	HOW	WHERE	WHO <sup>1</sup>	WHY	STANDARDS	OUTCOME
Consultation on preferred options.	Draft Document Questionnaire / Survey Exhibition Meeting with targeted groups	HM magazine; Local media; Council website; Area Monitoring Committees; Exhibitions stakeholder groups / forums Copy available at Principal office	Consult community and stakeholders.  Area Monitoring Committees.  All previous stakeholders who have made representations.	To establish stakeholder views. To consult on preferred options and to engage in the process.	Regulation 26 Regulation 27  Formal 6 week consultation.  Local advert required.	Broad base reasons from all sections of the community on the options paper to help inform the development plan document.

<b>WHAT</b>	<b>HOW</b>	<b>WHERE</b>	<b>WHO<sup>1</sup></b>	<b>WHY</b>	<b>STANDARDS</b>	<b>OUTCOME</b>
<p>Reporting back on consultation and</p> <p>Preparation of submission DPD.</p>	<p>Report assessing the results and main outcomes of the consultation including Area Monitoring Committees.</p> <p>Preparation of statement of compliance. Sustainability Appraisal Report. Pre-submission consultation statement.</p>	<p>HM magazine; Local media; Council website; mail drop; exhibitions; stakeholder groups / forums. Executive Committee and Full Council</p>	<p>Internal steering group. Consult relevant parts of the community and stakeholders. Consult community and stakeholders</p> <p>Full Council for decision to submit to SOS.</p>	<p>To let the consultees see how their comments have informed the next stage of production of DPD.</p>	<p>Regulation 26</p> <p>Regulation 27</p>	<p>To incorporate the views of stakeholders and enable the process to move forward to examination.</p>
<p>Submission of DPD to the Secretary of State. (together with statement of compliance with SCI)</p> <p>GLA request conformity with</p>	<p>Copy must be made available for public inspection.</p> <p>Formal public notice in local paper</p>	<p>Council website; Civic Centre; and other appropriate places e.g. libraries. Email / post copies to consultees.</p>	<p>Specific and General consultees.</p>	<p>To allow remaining differences of view to be identified.</p>	<p>Regulation 28</p> <p>Regulation 30</p>	<p>Document submitted to Secretary of State.</p>

WHAT	HOW	WHERE	WHO <sup>1</sup>	WHY	STANDARDS	OUTCOME
London Plan.						
Consultation on submitted DPD.	Copy must be made available for public inspection. 6 week period beginning on date sent to Secretary of State. Draft Document Questionnaire / Survey Exhibition Meeting with targeted groups	Council website; Civic Centre; libraries Email / post copies to consultees.	All stakeholders previously engaged in the formal process.		Regulation 28	
Representations on Submitted DPD and accompanying documents.	To the Council within 6 weeks from the date of which DPD is submitted to Secretary of State	Council website; Civic Centre; libraries Email / post copies to consultees. And all those places where Reg 26 document was	Those who wish to make representations.	To enable an Inspector to consider their representations	Regulation 29 Regulation 28 Regulation 31	Representations made available for considerations by Inspector on behalf of Secretary of States

WHAT	HOW	WHERE	WHO <sup>1</sup>	WHY	STANDARDS	OUTCOME
		made available				
Site allocations Representations.	Advertise additional sites 6 week period as soon as practicable after the end of the previous consultation period.  Formal public notice local paper	Council website; Civic Centre; libraries Local advertisement Email / post copies to consultees. And all those places where Reg 26 document was made available	Those who have made representations.	To allow Inspector to consider their representations	Regulation 32 Regulation 33	Representations made available for considerations by Inspector on behalf of Secretary of States

### Stage 3: Examination

WHAT	HOW	WHERE	WHO	WHY	STANDARDS	OUTCOME
Pre-examination meeting.	To be held up to 3 months prior to the examination	Council website; Civic Centre; libraries Email / post copies to consultees.	PINS, Programme officer, All those who have made a representation who may wish to appear.	To ensure an efficient and effective examination.	PPS 12	To determine draft timetable and content of examination
Independent examination.	Organised by the Programme Officer. Give notice by local advert 6 weeks prior to start of examination	Council website; Civic Centre; libraries; Email / post copies to consultees.	Those who have outstanding representations.	To test the 'soundness' of the DPD. The SA Report has been taken into account and requirements met.	Regulation 34	All representations considered by Inspector
Binding Report Published.	Formal notification by letter or email of availability of report	Council website; Civic Centre; libraries; Email / post copies to consultees.	Any one who has contributed to the above process and anyone who wants to be kept informed.	To notify objectors of Inspectors recommendations and reasoning.	Regulation 35	

#### Stage 4: Adoption

<b>WHAT</b>	<b>HOW</b>	<b>WHERE</b>	<b>WHO</b>	<b>WHY</b>	<b>STANDARDS</b>	<b>OUTCOME</b>
Adoption	<p>Publish DPD + SA report</p> <p>Copy to SoS and letter to all interested persons</p> <p>Formal Advertisement Notification.</p>	<p>Council website; Civic Centre; libraries; Local media; Email / post copies to consultees.</p>	<p>Any one who has contributed to the above process and anyone who wants to be kept informed.</p>	<p>To continue to inform and to maintain buy-in from the community.</p>	Regulation 36	Adopted development plan document
Implementation	<p>Statement of Compliance to accompany all DPDs/ SPDs.</p>	<p>Council website; Civic Centre; libraries; Area Committees; reports and Executive Reports.</p>	<p>Any one who has contributed to the above process and anyone who wants to be kept informed.</p>	<p>To ensure that that the SCI is being adhered to.</p>	As per PPS 1	<p>To demonstrate continuous engagement with all sections of the community in the plan making process.</p>
Monitoring and Review	<p>Questionnaires / survey to ensure what is being undertaken is appropriate.</p>	<p>Council website; Annual Monitoring Report; Website; Civic</p>	<p>General Consultees.  All stakeholders on LDF</p>	<p>To ensure that the SCI is being implemented.  Progress on</p>	As per PPS 1	<p>To ensure continuous engagement with all sections of the</p>

	Statement of Compliance with every DPD / SPD prior to adoption.	Centre; libraries.	database.	LDS milestones. Success of LDF policies.		community in the plan making process.
--	---	--------------------	-----------	---	--	---------------------------------------





### **Supplementary Planning Documents (SPD)**

- 10.8 Supplementary Planning Documents (SPD) can be used to explain policy or provide further detail to policies in development plan documents. Although SPD's do not have development plan status, they will still be informed by extensive community involvement and a Sustainability Appraisal.
- 10.9 The process for preparing SPD's is similar to that of preparing DPD's. The only differences are that they do not have an issues and options stage and will not be subject to independent examination. This stage is omitted. Supplementary Planning Documents can be used to strengthen the LDF by providing further detail or expanding on policies. **Table 3** below identifies the standards for consultation.
- 10.10 Due to the time it can take to produce a formal SPD, it may be in some circumstance appropriate to produce a less formal supplementary guidance. This will most likely take the form of a planning position statement and will relate to a specific site. It will most likely be a factual document pulling together the relevant considerations within the London Plan, the Unitary Development Plan and emerging Local Development Framework. Although the guidance would have little formal weight in the planning process it will fulfil a useful function in highlighting the Council's views relating to a particular site that is subject to development pressure.

**Table 3 Consultation Standards for Supplementary Planning Documents**

<b>What</b>	<b>How</b>	<b>Where</b>	<b>Who</b>	<b>Why</b>	<b>Standards</b>	<b>Outcome</b>
Sharing Evidence Base.	Publication of consultants reports, background papers and technical information.	Website; Local media; local libraries; Area Monitoring Committees.	All stakeholders.	Provide an up-to-date evidence base to inform those involved and enable them to make an informed decision. To raise awareness.	Regulation 17	An informed and aware stakeholder group.
Preparation of draft SPD's.	Make available SPD Documents; SPD matters; 4-6 week statutory consultation; Bodies identified in the regulations.	Civic Centre; local libraries; local media LBH Website.	All Stakeholders.		Regulation 17 Regulation 18	To refine the SPD so that it is nearer to the adopted version.
Formal statutory Consultation period.	Make available SPD Documents; SPD matters; 4-6 week statutory consultation; Bodies identified in the regulations.	Civic Centre; HM Magazine; local media; public notice; LBH website; mail drop; Area Monitoring Committees.	All interested parties.	To receive written representations on SPDs.	Regulation 17 Regulation 18	To refine the SPD so that it is nearer to the adopted version.
Publication of sustainability appraisal.	Consult via mail, email, letter or fax Formal consultation.	Civic Centre; HM Magazine; local Media; public notice; LBH website; mail drop; Area Monitoring Committees; local libraries.	Statutory bodies as mentioned in regulations.	To allow those making representations on the SPD to be aware of the sustainability implications.	Regulation 17	To allow all participants involved in the preparation process to make their views known.
Reporting back on consultation.	Report assessing the results and main outcomes of the consultation including Area Monitoring Committees.	Executive Committee.	Internal steering group Consult relevant parts of the community and stakeholders.	Consultees will be able to see how their comments have informed the next stage of production of SPD.	Regulation 18	All involved can see progress made and how they were a part of it.

<b>What</b>	<b>How</b>	<b>Where</b>	<b>Who</b>	<b>Why</b>	<b>Standards</b>	<b>Outcome</b>
Publish representations on submitted SPD and councils responses.	Advise relevant individuals (by post or e-mail) and make representations available.	In local libraries; Civic centre; LBH website; post copies to consultees.	Those who submitted comments and all interested parties.	To provide feedback to the community of the decisions taken based on their views.	Regulation 18	To maintain buy-in from the community.
Advertise Adoption.	Advertise the adoption statement by local advertisement and in other literature.	Local libraries; Civic Centre; LBH website; mail drops; local events (as appropriate); formal public notice.	The local community; all partners.	Raise awareness.	Regulation 19	Ensure that those potentially interested in the SPD are aware that it is about to be adopted.
Adoption of SPD.	Advise relevant individuals and make available. Include a statement of the consultation undertaken, the representations received and their responses along with final SA.	In key locations e.g. local libraries; LBH Website; Civic Centre; mail drops; Email; local media.	All those who submitted comments or asked to be notified; the local community; all partners; DPD bodies.	To make the adopted SPD known.	Regulation 19	Planning framework established.

## 11.0 DEVELOPMENT CONTROL CONSULTATION PROCESS

11.1 The Council has a statutory duty to consult on all planning applications<sup>2</sup> this includes applications for listed building consent and conservation area consent. The standards set out here go beyond just consulting as prescribed in The Town and Country Planning Regulations 2004, but engaging with the community. This will include;

- The minimum legal requirements for consultation and publicity of planning applications
- How LBH will consult on all planning applications
- Guidelines for developers / applicants to undertake consultation with Hounslow's community on applications.

11.2 For the purpose of this document, the term planning application includes applications for listed building consent (LBC) and conservation area consent. LBC will need to be applied for demolition of a listed building or to alter or extend a listed building in a manner, which would affect its character as a building or space. Conservation area consent will be required for certain works if the proposal is within the conservation area.

11.3 How consultation is undertaken will vary depending on the size and nature of an application. **Table 4** below indicates the size of application, how this is categorised and the types of community involvement that could be undertaken in relation to all types of planning application. These range from the smallest applications – ie householder to minor applications which are less than 10 units or 1000 square metres, to major applications more than 10 units or over 1000 square metres. Also defined are 'significant applications'. These are applications which are not necessarily over certain size thresholds but may have a significant impact on the surrounding area. There is no specific definition but the application is likely to be considered significant for reasons associated with scale or controversial uses. The last category is those applications, which will have a strategic impact and may require a referral to

---

<sup>2</sup> Exceptions include advertisements, shopfronts and Certificates of Lawfulness.

the Mayor of London (GLA) to direct a decision on an application. The type of consultation undertaken should be of an appropriate type and scale for the category and stage of the planning application it is for.

- 11.4 Minor planning applications are to be determined in 8 weeks and major planning applications within 13 weeks.

**Table 4 Community Involvement In the different types of Planning Applications**

Technique	Householder Applications / Minor Applications	Major Applications	Significant Applications	Strategic Applications
	Less than 10 units or 1000 sq.m	More than 10 units or 1000sq.m	Significant impact on the surrounding area	More than 500 units, 10,000 sq.m or 30m in height Impact strategic in nature
Public Meetings	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Public exhibition	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Surgeries	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Development Briefs	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Workshops	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Media	✓ Where appropriate	✓	✓	✓
Website	✓	✓	✓	✓
Questionnaires	na	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
Formal letter consultation	✓	✓	✓	✓
Attend Area Committee Meetings	✓ Where appropriate	✓	✓	✓

## 12.0 MINIMUM LEGAL REQUIREMENTS FOR CONSULTATION AND PUBLICITY

12.1 The following outlines how the community will be informed of all registered applications. The following are the **minimum legal requirements** that the Council use for consultation and publicity purposes:

- All information relating to a submitted planning application is available on file, as a statutory regulation for public information in the Civic Centre.
- A registered weekly list of all planning applications received and determined is published on the Council's web pages. A hard copy of this list is also available to view at the planning reception. If you would like to subscribe to the weekly list please contact Planning Administration for further information on 020 8583 4969.
- All applications, conservation area and listed building consents will have a consultation period of 21 days . Please note that representations will be accepted beyond the 21 day period up until a decision has been made.
- A notice will be displayed in at least one place on or near the application site for major planning applications, Conservation areas and Listed Building Consents for not less than 21 days. This will advise how and where any individual can view the plans and how they can make representations regarding the proposals. In certain circumstances the Council may deem it necessary to submit a press advert in order to ensure people's attention is drawn to a planning application. 21 days are given to comment from the publication date of the advertisement. Press adverts appear at present in The Hounslow Chronicle and the Isleworth and Brentford Times, as appropriate.
- Applicants will be able to track the progress of an application either by contacting the relevant case officer or by logging online and viewing the planning application search facilities on the Hounslow website.

Please note where a judgment is required as to whether a property will be 'directly affected' by a development will be determined by the Borough

Planning Department based on the nature and the scale of the proposed development.

12.2 The Council will:

- Advertise formal applications made for major applications, listed building consents, conservation area consents and departures and provide details of arrangements for formal consultation by local advertisement methods and on the website.
- Encourage applicants of larger schemes to submit to the Council as part of the planning application a participation statement of early engagement setting out how the requirements of the SCI have been satisfied, the representations received and how these have been considered and reflected in the application as submitted.
- Consult groups and organisations that may be affected by a proposal
- Consult statutory consultees on any matter that falls within their statutory consultee designation
- Acknowledge in the committee report how the relevant parts of the SCI have been satisfied. The report will also state the representations received, and how they have been considered and assessed and it informs the final recommendation.
- Allow supporters/objectors/applicants to be heard at committee meetings, at the discretion of the chair. (Please note that this needs to be agreed prior to the meeting through Committee Services 020 8583 2000 details as before).
- Make the final decision along with the reasons for refusal or approval widely available, e.g. on the website.

## **13.0 LBH STANDARDS FOR CONSULTATION ON PLANNING APPLICATIONS**

- 13.1 The Council will publicise and consult on all planning applications listed building consents and conservation area consents and welcomes both positive and negative comments on development proposals.

### **Pre Application Consultation by the Council**

- 13.2 The Borough Planning Office is here to help and advise about planning issues including how to apply for planning permission. The Council offers pre-application advice to all applicants. The duty officer is available to discuss householder applications and queries (e.g. extensions, garages, walls etc) every afternoon; alternatively a more convenient time can be arranged with the Borough Planning Department. For any other development, please contact the relevant development control team or strategic planning policy team to have an informal discussion or arrange a meeting to discuss development proposals and any issues arising.
- 13.3 Although there is no formal requirement for the applicant to have pre-application discussions, the Council strongly recommend that pre-application consultation should be undertaken if it is considered that a proposal may give rise to local controversy or if the proposal is on a sensitive site or is of a significant scale.
- 13.4 All applications will be assessed against the policies contained in the Hounslow Unitary Development Plan (Adopted December 2003) the emerging Local Development Framework and the London Plan (2004). For any queries relating to the UDP or the LDF please contact the Strategic Planning Policy Team.
- 13.5 All the relevant planning application forms and a schedule of fees can be obtained from the Borough Planning Department front desk. They are also

available to be downloaded on the Hounslow website, or alternatively copies of forms can be requested by phone, email or fax.

- 13.6 To assist with householder planning applications the Borough Planning Department has produced two documents, these are the Residential Extension Guidelines (2004) and the guide to permitted development rights. These have been produced to help prepare successful planning applications. These are available free of charge from the Borough planning department and are also downloadable from the Hounslow website and available in other formats such as Braille or translated into different languages.
- 13.7 For further advice regarding applying for planning permission, The Planning Portal is also available – this is a Central Government sponsored website which provides news and advice on planning issues. The Borough Planning Department recommend that if an agent is used to apply for planning permission, they are a Chartered Town Planner who is a member of the Royal Town Planning Institute (RTPI). For additional independent advice you can also contact Planning Aid – further details found in Section 21.
- 13.8 For major and significant proposed development it may be appropriate for the Council and developers to engage with the community and statutory consultees at the pre-application stage prior to the submission of a formal planning application. It is strongly recommended that advice should be sought before the submission of an application, with the involvement and guidance of the Borough Planning department.
- 13.9 The potential methods of engaging at the pre-application stage could include the following:
- Information provided (in local community and religious buildings)
  - Advertising through HM magazine / website
  - Produce promotional / informative literature
  - Leaflet drops to those directly affected by the scheme
  - Local forums / open meetings

- Holding public exhibitions of proposals
- Where appropriate engage community involvement specialists to assist / facilitate the process
- Potential developers may have an opportunity to present their initial proposals at area committee meetings to inform the Members and the general public. This will have to be agreed with the relevant area chair.

13.10 Any contact with Council Members should be in accordance with the Members' Town Planning Code of Good Practice. This is available on the Hounslow website.

The following tables below describe the standards the Council will undertake for the application stage of a planning application.

### Consultation Standards for Planning Applications to be undertaken by the Borough Planning Department

**Table 5a - Minor Applications**

<b>What Type of application?</b>	<b>Who we consult?</b>	<b>How will consultation take place?</b>	<b>Where to find information?</b>
A rear extension and single storey side extension to a domestic property	<ul style="list-style-type: none"> <li>• Both neighbouring properties; and</li> <li>• those backing onto the property.</li> <li>• Opposite property</li> </ul>	<ul style="list-style-type: none"> <li>• Residents will be informed by a formal letter, regardless of whether their outlook is considered to be affected. They are given the opportunity to comment within 21 days via email, phone, fax or letter.</li> <li>• Area Committee meetings if a decision is necessary</li> <li>• A copy of the planning application will be available to view at the Civic Centre.</li> <li>• An advert in a local newspaper for listed building consent or conservation area consent</li> </ul>	<ul style="list-style-type: none"> <li>• A registered weekly planning list is published on the Council's web pages or a hard copy is available for viewing from reception. See Page 12</li> <li>• Applications available to view at Civic Centre and proposals explained.</li> </ul>
A two-storey side extension and a front extension to a domestic property	<ul style="list-style-type: none"> <li>• Both neighbouring properties;</li> <li>• those backing onto the property; and</li> <li>• any properties directly opposite the road.</li> </ul>		
Small flat conversions (two-three flats)	<ul style="list-style-type: none"> <li>• The occupants of the property itself, and</li> <li>• properties either side.</li> <li>• It is likely that consultation will be wider than this.</li> </ul>		
Schemes to build more than three new dwellings but less than 10	Nearby properties and residents associations.		

**Table 5b - Change of Use**

What Type of application?	Who we consult?	How will consultation take place?	Where to find information?
For all changes of use (For schemes above 10 units/1000sqm please also refer to major applications table)	<ul style="list-style-type: none"> <li>• Any adjoining properties, and</li> <li>• those backing onto and directly opposite along with the occupants of the property affected by the application.</li> </ul>	<ul style="list-style-type: none"> <li>• Residents will be informed by a formal letter, regardless of whether their outlook is considered to be affected. They are given the opportunity to comment within 21 days via email, phone, fax or letter.</li> <li>• Area Committee meetings where appropriate</li> <li>• A copy of the planning application will be available to view at the Civic Centre.</li> <li>• An advert in a local newspaper for listed building consent or conservation area consent</li> </ul>	<ul style="list-style-type: none"> <li>• A registered weekly planning list is published on the Council's web pages or a hard copy is available for viewing from reception. See Page 12</li> <li>• Larger schemes may require a press advert to be put in local papers and held in local libraries.</li> <li>• Applications available to view at Civic Centre and local libraries</li> </ul>
Change of use in a shopping area	<ul style="list-style-type: none"> <li>• Two neighbouring properties either side;</li> <li>• the occupants of the property affected by the application; and</li> <li>• properties directly opposite.</li> <li>• Residents Associations and Active Traders will be notified.</li> <li>• Consultation is likely to be wider.</li> </ul>		

**Table 5c Major / Significant / Strategic Applications**

What Type of application?	Who we consult?	How will consultation take place?	Where to find information?
<p><b>Major</b> Schemes where there are 10 or more new residential units, or where the proposed floor space is 1000sqm or more.</p> <p><b>Significant</b></p> <ul style="list-style-type: none"> <li>• Schemes which are not confined to a site threshold and are likely to raise controversy. E.g. Where the proposal would be in conflict with the local plan.</li> <li>• Schemes where the application is accompanied by an Environmental Assessment.</li> <li>• Schemes which affect the setting or special character of a Listed Building.</li> </ul> <p><b>Strategic</b> Where there are above 100 new residential units or where the proposed floor space is more than 5,000sqm, above 30m in height and the application is referred to the GLA</p>	<p>Everyone who lives close by, works close by or who will be affected by the change:</p> <ul style="list-style-type: none"> <li>• Statutory consultees; and</li> <li>• Community and voluntary groups.</li> <li>• If there is a local residents association, they will be consulted.</li> <li>• For larger applications the Council will notify statutory and wider interest groups by letter giving 21 days for response.</li> </ul>	<ul style="list-style-type: none"> <li>• A registered weekly planning list of all planning applications.</li> <li>• A copy of the planning application will be available to view at the Civic Centre</li> <li>• Leaflet drops to those directly affected if appropriate.</li> <li>• Residents will be informed by a formal letter, They are given the opportunity to comment within 21 days via email, phone, fax or letter.</li> <li>• In certain circumstances (such as for large applications) the council may deem it necessary to submit a press advert in order to ensure people's attention is drawn to a planning application. 21 days are given to comment from the publication date of the advertisement.</li> <li>• Statutory and wider interest groups are also notified.</li> <li>• Reports sent to Area Committee for their comment</li> <li>• Reports sent to Sustainable Development Committee for their decision or their comment as appropriate</li> <li>• Where appropriate, public meetings, exhibitions, surgeries, and workshops will be held.</li> <li>• A notice will be displayed in at least one place on or near the application site for not less than 21 days.</li> </ul>	<ul style="list-style-type: none"> <li>• A registered weekly planning list is published on the Council's web pages or a hard copy is available for viewing from reception. See Page 12.</li> <li>• Where appropriate, Information provided in local community and religious buildings.</li> <li>• Through the media such as HM Magazine.</li> <li>• Press advert through local papers.</li> <li>• Where appropriate information can be posted on London Borough of Hounslow's website.</li> <li>• Application and supporting information will be available for viewing in the local library.</li> <li>• The advertisement of any public meeting will be posted on the website, in the local library, at the application site, in the local newspaper and on poster sites.</li> <li>• Discuss with planning officer</li> <li>• An advert in a local newspaper for listed building consent or conservation area consent</li> </ul>



## **POST APPLICATION**

- 13.11 Feedback will either be in the form of a letter, a committee report or information on the website. If an application is determined for approval through delegated powers, the applicant, agent and any supporters will be notified by writing. If the decision is for refusal, the applicant, agent, objectors and community groups will be notified by writing and the applicant will be notified of their right to appeal. All decisions will appear on the weekly decision list
- 13.12 If the application is to be determined at an area committee or SDC any person who has commented on an application in either support or objection will be invited by letter to attend the committee meeting regarding the application to be considered. Only if an application is going up for approval, will individuals with objections be able to address the committee meeting (with prior notice) along with the applicant and their agent. If an application is going up for refusal there is no right to speak.
- 13.13 When a decision has been made on the application, any individual who made comments will be informed of the decision in writing. Details of reasons for refusal or approval will be included along with any conditions attached to the permission.
- 13.14 Full planning permission requires a development to start usually within five years. However if an 'outline' permission has been granted, the applicant must then submit reserved matters application within three years before being granted 'full' planning permission. Consultation will take place again but only for the remaining reserved matters. There is no legal requirement for the Council to consult on conditions. However the Council does consider it prudent to consult either communities or gain expert advice on some key conditions which may directly impact, such as children's play area or recycling and bin stores.

### **What if the application is refused?**

- 13.15 If a planning application is refused the person who has made the planning application will be notified of their right to appeal. Similarly if an application has not been determined within 8 weeks for minor applications or 13 weeks for major applications from being registered, the applicant has a right to appeal on non-determination. An appeal must be lodged with the Planning Inspectorate (PINS) within 6 months of the decision notice or within 6 months of the end of the decision period if the Council has not made a decision.
- 13.16 The basic principle is that all parties have a fair chance to put forward their point of view, whether in writing or in a public inquiry. Any individual who objected to the original application will be asked to send comments to the planning inspectorate. There are 3 ways in which a planning appeal can be dealt with, through written representations, informal hearing or a public inquiry. All evidence presented will be considered, before a decision is made. In most cases the decisions is made by a Planning Inspector.
- 13.17 You will need to contact the Planning Inspectorate to obtain the forms to begin the formal appeal process. They can be contacted at the following address:  
Planning Inspectorate  
4/09 Kite Wing,  
Temple Quay house,  
2 The Square, Temple Quay,  
Bristol, BS1 6PN,  
(tel) 0117 372 6372  
(fax) 0117 372 8782 or  
(email) [enquiries@planning-inspectorate.gsi.gov.uk](mailto:enquiries@planning-inspectorate.gsi.gov.uk) .

### **Reporting back**

- 13.18 Each major application will be reported to the relevant area committee prior to a decision being made. The views of that committee will be reported to the Sustainable Development Committee, if an appropriate scheme can be negotiated or taken into account in the delegated decision making process.

- 13.19 Every Committee report will outline how the consultation was undertaken for each planning application, what comments were made and how these have been incorporated into the decision making process. The local community will be informed if they have made any comments, of any withdrawals or deferrals of planning applications that have been made. This information will appear in the minutes of the committee report and on the decisions part of the weekly planning list.
- 13.20 Some applications are only acceptable if they make a financial contribution to certain services e.g. education, transport, or other works off site or provision on site ie affordable housing, children's play areas etc. This is achieved through a legal agreement known as a Section 106 agreement (S106). Any application that will be subject to a legal agreement will go to the Sustainable Development Committee (SDC). Applications that are resolved for approval subject to legal agreements will appear on the weekly list of decisions once the legal agreement has been signed and completed. Any one who has commented on an application that has a legal agreement will be notified. It will be reported to the Sustainable Development Committee and the relevant area monitoring committee for their information, and allocation of funds when a financial contribution has been received.
- 13.21 Once Section 106 monies have been received they will be reported to the Sustainable Development Committee and referred to the appropriate committee for decision on expenditure. The Executive committee will make decisions on corporately held S106 funds which are; affordable housing, public transport, education and employment /training. The area monitoring committee will make decisions on expenditure of S106 monies on area held funds such as environmental improvements, traffic and parking, highways improvements and open space contributions.

#### **WHAT THE APPLICANT CAN DO**

- 13.22 In addition to the requirements set out for the Council to undertake **Table 6** below demonstrates what the applicant could do at the pre-application stage of their proposal.

**Table 6 Guidelines for Consultation by the Applicant and Developer**

Size of application	Recommendations for consultation
<p>Minor (Including Householders) &gt;10 units &gt; 1000sqm</p>	<p>It is also advised that applicants seek advice and guidance from building control.</p> <p>All minor applicants should first consult with neighbouring properties including those abutting back gardens.</p> <p>For minor/household enquiries it is advised to visit the duty officer. See page xx</p>
<p>Major / Significant / Strategic</p>	<p>It is suggested that advice should be obtained before the submission of an application, with the involvement and guidance of the Borough Planning Department.</p> <p>It is strongly advised that pre-application consultation should take place if it is considered that the proposal may give rise to controversy or if the proposal is on a sensitive site or is of a significant scale.</p> <p>It may be appropriate for the applicant to engage with the community at the pre-application stage prior to the submission of a major planning application</p> <p>Consultation could take the form of a public exhibition, advertising through HM magazine, producing promotional/informative literature or it may also be appropriate to present the proposals at Area Committee.</p>

## **14.0 RESOURCES AND MANAGEMENT**

- 14.1 The resources for the delivery and management of the SCI will be one Principal Planning officer, two Planning Officers and a Technical Officer with support from other members of the Strategic Planning team.
- 14.2 The SCI team will provide support on consultation to lead officers who produce the individual development plan documents. It will be the responsibility of those lead officers to implement the SCI requirements and provide a statement of compliance on how it has achieved community involvement in the production of development plan documents. Development Control have 24 planning officers and 9 technical support officers to implement the requirements of the SCI in relation to planning applications.
- 14.3 The costs of consultation to implement the SCI will be met through existing budgets, in terms of planning applications consultation and a consultation budget has been established for progressing the LDF. It is essential to realise that there is not unlimited resources to use on consultation. The key is not the quantity of consultation that can be undertaken but the quality that can be achieved. All consultation needs to be 'fit for purpose' and recognise the limits of the authority's resources. Consultation should be of an appropriate type and scale in relation to the type of development or the aims of the local development document in question.
- 14.4 Priority is given to the use of the Council's own consultation methods where existing budgets have been allocated for their use. These include the use of the Council magazine – 'hm', the Council website and the use of the Residents' Panel. The commitment to the implementation of e-government through the use of the Council's website and the 'free citizens access' to the internet via the local libraries will help to keep actual production costs down. Where appropriate the use of email will be used to notify consultation of planning documents. Ensuring information is held in accessible places will also help to reduce consultation costs.

14.5 The majority of consultation costs will be spent on actual production costs. Ensuring that draft documents are produced in a simple format and style can help reduce consultation costs. The majority of the production costs will be spent on the final version document that will be adopted.

**Table 7 Indicative costs of consultation mechanisms.**

<b>Consultation Mechanism</b>	<b>Indicative Costs</b>	<b>Resources external to Borough Planning</b>	<b>Comment</b>
hm magazine	£28,000 pa approximately 13 pages	Corporate Communications	Distribution to 95,000 households and businesses for awareness raising and consultation purposes
Website	Funded through recharge of central support costs	Corporate Communications	
Poster Sites	£180	Corporate Communications	Two-week hire for all 55 poster sites in the Borough
Residents' Panel	All costs are currently met from a Corporate budget (Modernisation fund)	Corporate Policy	
Public Meeting	Venue hire outside civic centre £100  Material production £250  Equipment hire – inc 10 microphones, one roving mike, visualiser £250  Advertising costs for meeting  Facilitators – (day of preparation + actual £1,000)  Catering costs – Tea – coffee 70 p - £1 / person	To be organised through CIP	There will be no cost for venue hire at the Civic Centre.  Agenda / maps / leaflets in addition to materials  There is no cost for equipment hire for meetings held at the Civic Centre. I  Use of public notices / hm magazine, on site posters / press releases
Public Notices	(Length x no. of columns) x £7.71 + production = cost of notice		Dependent on length and number of column. With 3 price bands for production

			costs dependent on size (£40, £80 and £100)
External advertising Space	Advertorial dependent publication – on	Corporate Communications	
Translation Costs	£5 - £7 / page of Braille  £130 / 1000 words language printed. Min charge £25  Interpreter costs: £26 for first hour + £20 for every hour after  British sign language translator (varies) £66 / 3 hours	Translation unit	Costs would vary dependent on number of pages, amount of text, tables and diagrams and languages to be translated
Document Production	350 x 25 page Policy Topic document £300 - £1900  350 x 50 Area Action Plan document £510 - £3500  350 x 70 page SCI document stapled £650 (colour not quoted)  350 x 200 Core Strategy document £1750 (colour not quoted)	Drawing Office / Print Unit	Design cost as part of service level agreement - this is at 70% discount  A range is given to indicate the price of a document from being a black and white stapled document - generally draft to the final adopted version, colour and wire bound.  UP to 100 copies of colour printing can be undertaken in house – above this would be outsourced.
Leaflet Production	4 page A5 £500	Drawing Office / Print Unit	Design cost as part of service level agreement
Poster Production	A3 poster £2 / copy +£1 lamination  A1 poster £7/ copy + £7 lamination  100 litho printed / £300	Drawing Office / Print Unit	Design cost as part of service level agreement  A1 and A3 posters printed in-house  Litho printed are externally
Information Packs / Folders for meetings	300 = £500	Drawing Office / Print Unit	Design cost as part of service level agreement
Exhibition Boards	£40 / panel 8 panels to an exhibition	Drawing Office / Print Unit	Design cost as part of service level agreement

- 14.6 Development control consultation costs for the 2004/2005 as an indication were £80,000 this was for the consultation (publicity and advertising) on over 3800 minor applications and 90 major applications. These figures include applications for works to trees, telecommunication masts and other borough proposals
- 14.7 Other mechanisms will also be utilised for consultation purposes, which have limited resource implications. This includes holding information in Council buildings, local shops and leisure and community buildings and the use of press releases for information distribution.

### **RISK ASSESSMENT**

- 14.8 It is important to ensure that the right balance of consultation is achieved. It has to be ensured that there is not too much or too little consultation, taking place. Too little may result in little meaningful input from our community and potentially the production of a document that does not meet the test of soundness. Similarly too much consultation may result in consultation fatigue, overspend of and exhausting budgets and creating unrealistic expectations of what can be achieved. By continually monitoring what consultation is undertaken and how it can be improved will help to achieve the right balance.
- 14.9 Avoiding an over prescriptive SCI will help to ensure that resources are used appropriately on consulting in the planning process. There will have to be an element of flexibility to allow additional community involvement work to be undertaken should issues emerge. A main area of concern will be to ensure that the expectations for what the SCI can deliver are managed. This shall be dealt with through consultation on the SCI itself.

## 15.0 MONITORING AND REVIEW

15.1 The Statement of Community Involvement is subject to independent examination so will itself be subject to consultation before being adopted. The examination will test the soundness of the document (see **Appendix 1** for 'soundness' text).

15.2 There are a number of ways in which we can find out how consultation can be improved. These can include:

- Asking how we should consult at the outset;
- Request feedback on methods undertaken – what we do well, what we don't and
- Customer satisfaction surveys.
- Keeping a record of attendances at meetings and of forms returned from different sources

These results will be analysed and used to assess how the consultation can be adapted to get a more effective response. This will include an analysis of our respondents also.

15.3 The primary way to assess the effectiveness of the SCI will be through the Annual Monitoring Report (AMR). This yearly report (based on a period 1<sup>st</sup> April – 31<sup>st</sup> March) will assess whether or not the Council is meeting its milestones and indicate whether or not policies will need adjusting or replacing, and if so how this would be achieved.

15.4 Our service delivery is evolving especially in relation to e-government initiatives and the implementation of customer services strategy (including 'Access Hounslow'). As a result it would be prudent to consider the need for a review of the SCI one year after adoption.

15.5 It is anticipated that the following could trigger a review of the SCI:

- Significant changes in Government legislation;

- Significant changes to Corporate Communications e.g. committee structure, standing orders, evolving communication strategy;
- Cumulative changes to the modernisation agenda including e-Government;
- Significant changes to Corporate Equal Opportunities and Diversity Policy.

### **Steering Group**

- 15.6 It is clear that across the whole Council a number of different consultation exercises are being undertaken. It is evident that there is a wealth of knowledge to be built on. A Steering group to pool all the resources with regard to consultation has now been established. Already identified to contribute to a steering group are the officers from Strategic planning, Development Control, Equality and Diversity team, Corporate Communications, Corporate Policy, Drawing Office and Community Development and Regeneration team.
- 15.7 It is intended that the Steering group will meet on a regular basis, to help inform the production of the SCI. There will be scope to use this forum to review the SCI and to ensure conformity to any Corporate workings such as Communication or Consultation Strategy.

## 16.0 INDEPENDENT ADVICE

- 16.1 Planning Aid provides advice and support on town planning matters which is free, independent and professional.
- 16.2 Planning Aid for London sets out to enable sections of the community less well served by the planning system such as black and ethnic minority groups, people with disabilities, women and children. Planning Aid for London can help groups use and influence planning policies, and to draw up their own plans for their area.

### Planning Aid for London

Unit 2, 11-29 Fashion Street  
London E1 6PX  
Tel: 020-7247 4900  
Fax: 020-7247 8005  
E-mail: [info@planningaidforlondon.org.uk](mailto:info@planningaidforlondon.org.uk)  
Web: [www.pafl.org.uk](http://www.pafl.org.uk)

- 16.3 Enquiries can include queries relating to housing, employment, transport, community issues, or improvements to the local area. Planning Aid can assist people with their own planning applications or can help them to comment on other peoples. They can also advise groups on fundraising strategies, community development and consultation methods.

## 17.0 OTHER SOURCES OF INFORMATION

- 17.1 If you would like to find out more about the planning system, please find below links other useful source of information.

Office Deputy Prime Minister	<a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a>
Royal Town Planning Institute	<a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a>
Planning Inspectorate	<a href="http://www.planninginspectorate.gov.uk">www.planninginspectorate.gov.uk</a>
Planning Advisory Service	<a href="http://www.ideaknowledge.gov.uk/idk/core/page.do?pageld=1712045">www.ideaknowledge.gov.uk/idk/core/page.do?pageld=1712045</a>
The Planning Portal	<a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>

## **GLOSSARY OF TERMS**

### **The Act**

The Planning and Compulsory Purchase Act 2004

### **Adoption**

The Stage at which the local planning authority can adopt, by resolution of the council, the Local Development Documents as council policy. A Local Development Document acquires statutory weight once it has been adopted

### **Annual Monitoring Report (AMR)**

Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which the policies in the LDDs are being successfully implemented.

### **Area Action Plan (AAP)**

A Development Plan Document, which will be used to provide a planning framework for areas with a concentration of proposals for change and conservation.

### **Core Strategy**

Sets out the long-term spatial vision for the local planning authority area, strategic objectives, and strategic policies to deliver that vision. The Core Strategy will have the status of a Development Plan Document.

### **Development Plan**

This consists of the Spatial Development Strategy for London and the DPDs contained within the LDF.

### **Development Plan Documents (DPD)**

Spatial planning documents that are subject to independent examination. Together with the London Plan these form the development plan for the local authority area. DPD's may form one document covering a range of policy areas or a number of individual documents. DPDs can include:

- core strategy
- Planning topic documents
- site specific allocations of land
- area action plans (where required)
- development control policies

The LDS must set out the programme for preparing its DPD's

### **Executive Business Plan**

The Executive Business Plan is the Council's main strategic document. Based on demographic profiling and consultation, the Council's plans including specific targets, are set out under ten priorities. The Plan, along with the Performance Indicator Annex, is our Best Value Performance Plan.

### **Independent Examination**

The Local Planning Authority must arrange for an independent examination of a submitted Development Plan Document whether or not representations

have been received. The procedure involves discussions and informal hearings raised by an inspector appointed by the Secretary of State, to test the 'soundness' of the policies and proposals. Anyone who has made a response at the submission stage has a right to present their case at the independent examination.

### **Inspector's Report**

A report issued by the Inspector or Panel who conducted the Public Inquiry, setting out their conclusions on the matters raised and detailing amendments which they require the local planning authority to make to the deposit version LDD. The inspectors report is binding.

### **Issues and options**

Produced during the early production stages of the preparation of DPD's and may be issued for consultation to meet the requirements of Regulation 25.

### **Local Strategic Partnership (LSP)**

Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood. (Fire / Police/ PCT / West London Business / Hounslow Voluntary Sector / Hounslow Race Equality Council / West London Learning & Skills Council)

### **Local Development Framework (LDF)**

The name of the portfolio of LDDs. Consisting of:

- Development Plan Documents
- Supplementary Planning Documents
- Statement of Community Involvement
- Local Development Scheme
- Annual Monitoring Report

Together these documents provide the framework for delivering spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones

### **Local Development Documents (LDDs)**

The collective term in the Act for Development Plan Documents, Supplementary Planning Documents, and the Statement of Community Involvement (SCI)

### **Local Development Scheme (LDS)**

Sets out the programme for the preparation of LDDs. This must be submitted to the Secretary of State for approval within six months of the commencement of the Act. It will be subject to regular review.

### **Local Implementation plan:**

5 year transport strategy prepared by each LA's for the development of local, integrated transport supported by a programme of transport improvements. It is used to bid to Government for funding transport improvements.

**London Plan:**

Adopted in February 2004. The Spatial Development Strategy for London covering a twenty year period. It has been produced to provide a strategic framework for Borough's LDFs. It has the status of a development plan under the Planning and Compulsory Purchase Act.

**Planning Inspectorate (PINS)**

Government body whose main work is the processing of planning and enforcement appeals and holding inquiries into local development plans. They deal with a wide variety of other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.

**Planning Policy Statement (PPS)**

National planning policy guidance produced by the Government under the new planning regime. Previously known as Planning Policy Guidance notes (PPGs). They set out the Government's land use planning policies for England.

**Preferred options document**

Produced as part of the preparation of a Development Plan Document and is issued for formal public participation as required by Regulation 26.

**Proposals Map**

Illustrates on a base map all the policies and proposals contained in Development Plan Documents, together with any saved policies. To be revised as each DPD is adopted it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submissions proposals map.

**Regional Planning Body**

One of nine regional bodies in England (including GLA) responsible for preparing Regional Spatial Strategies (Spatial Development Strategy in London)

**Regional Spatial Strategy (RSS)**

Prepared by the Regional Planning Bodies, the RSS will set out the policies in relation to the development and use of land in the region. RSS forms part of the development plan for the LPA's. In London, the London Plan is the equivalent of the RSS. The LDF is required to conform to the SDS.

**The Regulations**

Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Residents' Panel**

The Panel was established in late 2003 as the Council's main consultation mechanism. The 2000 strong membership, which is representative of the community (as per the Census 2001), is refreshed annually and completes three postal and one telephone survey per year. Focus Groups can also be drawn from the Panel Membership

**Sustainability Appraisal (SA)**

The Planning and Compulsory Act requires all LDD's to be put through a Sustainability Appraisal which considers the impacts of the proposed policies and proposals upon a number of economic, social and environmental criteria. The SEA requirements are intended to be met as part of the statutorily required SA process

**Saved Policies or Plan**

Existing adopted development plans are saved for three years from the date of commencement of the Act. If a Local Authority wish to save policies beyond this period they will need to satisfy the criteria stated in PPS12 and agree this with GOL.

**Site Specific Allocations**

Allocations of sites for specific or mixed user developments.

**Stakeholder**

An individual or group with an interest in the London Borough of Hounslow

**Statement of Community Involvement (SCI)**

LDD which sets out the methods and standards which the planning authority intend to achieve in relation to involving the community in the preparation, alteration and review of all LDDs and in development control decisions. The SCI is not a DPD but is subject to independent examination.

**Strategic Environmental Assessment (SEA)**

An assessment of the environmental impacts of the policies plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use. See also SA.

**Supplementary Planning Documents (SPDs)**

cover a wide range of issues, which the local planning authority wishes to provide policy guidance on to supplement the policies and proposals in the development plan documents. They do not form part of the development plan but are a material consideration in determining Planning Applications.

**Unitary Development Plan (UDP)**

A borough wide statutory development plan, setting out the Council's policies for the development and use of land. This will be replaced by the LDF.

## APPENDIX 1

### Testing the Soundness of the SCI

- I. Complied with the minimum requirements for consultation as set out in Regulations – The Town and Country Planning (Local Development) (England) Regulation, 2004
- II. Strategy for Community Involvement links with community involvement initiatives such as the Community Strategy
- III. Statement identifies in general terms which local community groups and other bodies will be consulted
- IV. Statement identified how the community and other bodies can be involved in a timely and accessible manner
- V. Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents
- VI. Resources are available to manage community involvement effectively
- VII. Statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
- VIII. Authority has mechanisms for reviewing the statement of community involvement and
- IX. Statement clearly describes the planning authority's policy for consultation on planning applications.

Further information relating to the planning system, including the test of soundness and the plan examination can be obtained from the Office for Deputy Prime Minister website [www.odpm.gov.uk](http://www.odpm.gov.uk) or Planning Inspectorate [www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk)

Full planning guidance is in the Planning Policy Statement 12 Local Development Framework, 2004.

## **APPENDIX 2 LIST OF CONSULTATION BODIES**

### **Specific consultation bodies**

- The Mayor of London
- Transport for London
- Relevant authorities adjoining Hounslow: Ealing, Richmond, Hillingdon, Hammersmith and Fulham; Spelthorne Borough Council and Surrey County Council
- The Countryside Agency
- The Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Highways Agency
- The Strategic Rail Authority
- London Development Agency
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; (a full list can be obtained from [www.ofcom.org.uk](http://www.ofcom.org.uk))
- Strategic Health Authority;
- Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- Person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
- Thames Water
- Three Valley Water

### **Government departments**

- Government Office for London
- Home Office
- Department for Education and Skills
- Department for Environment, Food and Rural Affairs;
- Department for Transport (through Government Offices);
- Department of Health (through relevant Regional Public Health Group);
- Department of Trade and Industry (through Government Offices);
- Ministry of Defence;
- Department of Work and Pensions;
- Department of Constitutional Affairs;
- Department for Culture, Media and Sport;
- Office of Government Commerce (Property Advisers to the Civil Estate); and

### **Other consultees**

Where appropriate, the following agencies and organisations will be consulted in determining planning applications and in the preparation of local development documents.

- Age Concern;
- BAA plc;
- Black Neighbourhood and Regeneration Network;
- Brentford Football Club
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Coal Authority;
- Commission for Architecture and the Built Environment;
- Community Initiatives Partnership;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Council of Ethnic Minority Voluntary Sector;
- Council for British Archaeology;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Environmental Groups including ;Council for the Protection of Rural England; Friends of the Earth; Royal Society for the Protection of Birds; and wildlife trusts
- Equal Opportunities Commission;
- Faith regeneration UK;
- Federation of Black Housing Organisation;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Greater London Action on disability;
- Greater London Federation of Small Business;
- Greater London Forum for Older People;
- Groundwork Thames Valley;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Heritage Sector Organisations, Societies and Agencies;
- Hounslow Federation of Tenants and Residents Association;

- Hounslow Fire Brigade;
- Hounslow Housing Association Forum;
- Hounslow Homes;
- Hounslow Police;
- Hounslow Primary Care Trust;
- Hounslow Racial Equality Council;
- Hounslow Voluntary Sector Forum;
- Inland Waterways Association;
- Housing Corporation;
- Learning and Skills Councils;
- London Cycling Campaign;
- Local Agenda 21 including; Civic Societies; Community Groups; Local Transport Authorities; Local Transport Operators; and Local racial equality councils and other local equality groups;
- Local Strategic Partnership;
- London Gypsy and Traveller Unit;
- London Wildlife Trust;
- National Grid;
- National Trust;
- National Playing Fields Association;
- Network Rail;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Port of London Authority
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Ramblers Association;
- Regional Development Agencies;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association;
- Showman's Guild of Great Britain
- Sport England;
- Stonewall
- Thames Landscape Strategy; - Hampton to Kew and Kew to Chelsea
- Thames Water;
- Telecommunications code operators;
- The House Builders Federation;
- Traveller Law Reform Coalition;
- Water Companies;
- West London Business
- West London Learning and Skills Council and
- Women's National Commission.

### **Local consultation bodies**

- Bodies which represent the interests of different racial, ethnic or national groups in Hounslow's
- Bodies which represent the interests of different religious groups in Hounslow's area;
- Bodies which represent the interests of disabled persons in Hounslow; and
- Local Societies, amenity and interest groups including local area based forums
- Local community and voluntary groups
- Residents Associations
- Organisations representing business including chambers of commerce
- Agents, developers and landowners

### **Hounslow Committees and Forums**

- Area Monitoring Committees
- Disability Community Forum
- Disability Network
- Hounslow Local Strategic Partnership
- Hounslow Racial Equality Council
- Hounslow Residents Panel
- Youth Council

**If you would like to be notified of the progress of the Local Development Framework please contact the Strategic Planning Team.**

### APPENDIX 3

**Table 7 - Hard to Reach Groups**

Identified Group	Where to Access	Methods to Engage the Community
English Not a First Language	<ul style="list-style-type: none"> <li>- Local community and religious facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Use of translation (currently the UDP can be translated into 8 different languages)</li> <li>- Oral / written information</li> <li>- Use of translation services if appropriate</li> </ul>
Ethnic Minorities	<ul style="list-style-type: none"> <li>- Local community and religious facilities</li> <li>- Link from assessment of Our Community</li> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Use of translation services if appropriate</li> <li>- Focus meetings / round table sessions</li> <li>- Diversity Sub Group Committee</li> <li>- Community Cohesion Group.</li> </ul>
Elderly	<ul style="list-style-type: none"> <li>- Local community facilities for the elderly</li> <li>- Residential care homes</li> <li>- Libraries</li> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Accessible location</li> <li>- Transport provided</li> </ul>
Young People / Children	<ul style="list-style-type: none"> <li>- Schools / colleges</li> <li>- Youth clubs / sport clubs</li> <li>- Community facilities</li> <li>- Connexions</li> <li>- Further/ Higher Education inc West Thames College and Thames Valley University</li> </ul>	<ul style="list-style-type: none"> <li>- Youth Consultation</li> <li>- Youth Councils</li> <li>- Those who live or go to school in LBH</li> <li>- Specific identified age group (i.e. 11 – 19)</li> <li>- Web-based consultation</li> <li>- Focus groups</li> <li>- Incentives for participation</li> </ul>
Disability Groups (including mentally disabled)	<ul style="list-style-type: none"> <li>- Disability Network</li> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Fully accessible buildings</li> <li>- Appropriate facilities</li> <li>- Transport to venue</li> <li>- Electronic consultations</li> <li>- Diversity Sub Group Committee</li> <li>- Community Cohesion Group.</li> </ul>
Deaf/ Hard of Hearing	<ul style="list-style-type: none"> <li>- Disability Network</li> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Signers</li> <li>- Printed information</li> <li>- Electronic consultations</li> </ul>

<b>Identified Group</b>	<b>Where to Access</b>	<b>Methods to Engage the Community</b>
Blind / Partially Sighted	<ul style="list-style-type: none"> <li>- Disability Network</li> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Large fonts</li> <li>- Braille</li> <li>- Tape versions of information</li> <li>- Verbal explanations of information</li> </ul>
Small Traders businesses	<ul style="list-style-type: none"> <li>- West London Business</li> <li>- Local Chambers of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>- Local Business pages</li> <li>- Local forums</li> <li>- HM magazine</li> </ul>
Visitors to the Borough	<ul style="list-style-type: none"> <li>- Visitor locations in the borough</li> </ul>	<ul style="list-style-type: none"> <li>- Website</li> <li>- Civic Centre</li> <li>- Community buildings</li> </ul>
Socially excluded including: Travellers Refugees / Asylum Seekers Homeless	<ul style="list-style-type: none"> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Local level approach</li> <li>- Translations – written / oral as appropriate</li> <li>- Liaison officers</li> <li>- Accessible information</li> <li>- Communication points</li> </ul>
OutWest	<ul style="list-style-type: none"> <li>- Hounslow Race Equality Council (HREC)</li> </ul>	<ul style="list-style-type: none"> <li>- Diversity Sub Group Committee</li> <li>- Community Cohesion Group</li> </ul>
New Residents	<ul style="list-style-type: none"> <li>- Residents Associations</li> </ul>	<ul style="list-style-type: none"> <li>- HM Magazine</li> <li>- Website</li> <li>- Welcome pack</li> </ul>
Apathy	<ul style="list-style-type: none"> <li>- Proactive approach to finding people to involve</li> <li>- Promotion of planning access</li> </ul>	<ul style="list-style-type: none"> <li>- HM Magazine</li> <li>- Local media</li> <li>- Website</li> <li>- Targeted information – to inform</li> <li>- Planning Aid for London</li> </ul>
Women	<ul style="list-style-type: none"> <li>- Nurseries, schools</li> </ul>	<ul style="list-style-type: none"> <li>- Accessible location particularly where children may be ie schools and nurseries</li> </ul>



## **ACRONYMS**

**AAP** - Area Action Plan

**AMR** – Annual monitoring Report

**BAAP**- Brentford Area Action Plan

**BPO** – Borough Planning Office

**CED** – Chief Executive Department

**DPD** – Development Plan Documents

**EIA** – Environmental Impact Assessment

**GLA** – Greater London Authority

**GOL** – Government Office for London

**LDD** – Local Development Document

**LDF** – Local Development framework

**LDS** – Local Development Scheme

**LECF** – London Environmental Coordinators forum

**LPA** – Local Planning Authority

**LSP** - Local Strategic Partnership

**ODPM** – Office of the Deputy Prime Minister

**PINS** – Planning Inspectorate

**RPG** – Regional Planning Guidance

**RSS** – Regional Spatial Strategy

**SA** – Sustainability Appraisal

**SCI** – Statement of Community involvement

**SEA** – Strategic Environmental Assessment

**SPD** – Supplementary Planning Document

**SPG** – Supplementary Planning Guidance

**SPP** – Strategic Planning Policy

**SRDF** – Sub Regional Development framework

**UDP** – Unitary Development Plan