



London Borough  
of Hounslow

# Statement of Community Involvement (SCI)



**August 2020**

Community involvement in planning is key to helping  
shape future development in the borough

## **FOREWORD**

### **Hounslow's commitment to involving the community in planning**

Involving the community in planning decisions is critical to shaping the future development of the borough.

This Statement of Community Involvement sets out how the community can inform emerging planning policies and planning applications being considered by the council. It sets out how our residents and the many public, private and voluntary organisations in the borough can be involved and it also lets everybody – irrespective of their age, sex or ethnicity – have a say.

We hope you find the SCI useful and encourage you to become involved in planning Hounslow.



**Councillor Steve Curran**  
**Lead Member for Housing, Planning and Regeneration**



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## **1.0 INTRODUCTION**

- 1.1 Involving the community in important planning decisions is vital if we want to achieve the council's vision of a borough that is distinctive, vibrant and thriving, with a happy, high achieving community at its heart.
- 1.2 This Statement of Community Involvement (SCI) sets out how the council will engage the community when it makes planning decisions. Put simply, it explains how local residents and other stakeholders will be engaged as the council:
- prepares planning policies; and
  - determines planning applications.
- 1.3 Having an SCI is important. It enables the community to know how and when they can become involved in the planning process, and it ensures the council understands the aspirations of residents as it makes decisions that may be complex and have lasting implications, at a time when resources are limited.

### **Updating the SCI**

- 1.4 The first SCI was adopted in 2006. Since then there have been a number of changes to the planning system and the council's governance arrangements. In addition, as technology has advanced we can engage more efficiently. As such, it is necessary to update the SCI – and in doing so reiterate the council's commitment to engaging the community in the planning process.
- 1.5 This SCI has been updated to take account of Section 78 Local authority meetings and Schedule 22 Powers to issue directions relating to events, gatherings and premises of the Coronavirus Act 2020 as well as the MHCLG's update on planning matters in response to the spread of Coronavirus (COVID-19) published 13 May 2020<sup>1</sup>.
- 1.6 This update will ensure that the SCI is consistent with current guidance on staying at home and away from others or any superseding guidance<sup>2</sup>. This could include, for example, holding face-to-face community consultation events or providing physical documents for inspection. The changes to this document are only temporary whilst restrictions relating to COVID-19 are in place.

### **Relationship with other council strategies**

- 1.6 The SCI is a Local Development Document which is closely linked to the preparation of the Local Plan, which sets out the borough's planning policies. It is also closely related to Hounslow Together's Future Borough strategy, the council's sustainable community strategy. The council has also developed a corporate framework for stakeholder engagement: the Framework for Informing, Engaging and Consulting Residents and Stakeholders. The objectives of the framework closely align with those of the SCI.

### **Relationship with legislation**

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<sup>1</sup> Coronavirus (COVID COVID-19): planning update <https://www.gov.uk/guidance/coronavirus-coronavirus-covid-19-planning-update>

<sup>2</sup> <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

- 1.7 The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). There is no prescribed method for producing an SCI, however it has been prepared consistent with the Town and Country Planning (Local Planning) (England) Regulations 2012 and best practice guidance on plan-making.
- 1.8 The updated SCI also responds to aspects of the Localism Act 2011, which introduces a number of changes to the planning system, including the duty to co-operate when preparing plans. Separate guidance will be prepared on the Localism Act's neighbourhood planning provision.
- 1.9 Further, this SCI has been prepared following publication of the National Planning Policy Framework (NPPF). The NPPF sets out the government's planning policies for England and includes guidance on plan-making and deciding planning applications, and therefore is relevant to the SCI.
- 1.10 Finally, when preparing planning policy and determining planning decisions the council must also comply with the Equality Act 2010.

#### **Preparation of this SCI**

- 1.11 The SCI has been updated to take account of new regulations issued in response to the COVID 19 Pandemic. Overall the council does not intend to change its approach to Community Involvement against the prevailing approach.
- 1.12 . The SCI and other Local Plan documents can be viewed on the council's website, and any enquiries on the SCI can be directed to the Planning Policy team:

Web: [www.hounslow.gov.uk/localplan](http://www.hounslow.gov.uk/localplan)

Email: [ldf@hounslow.gov.uk](mailto:ldf@hounslow.gov.uk)

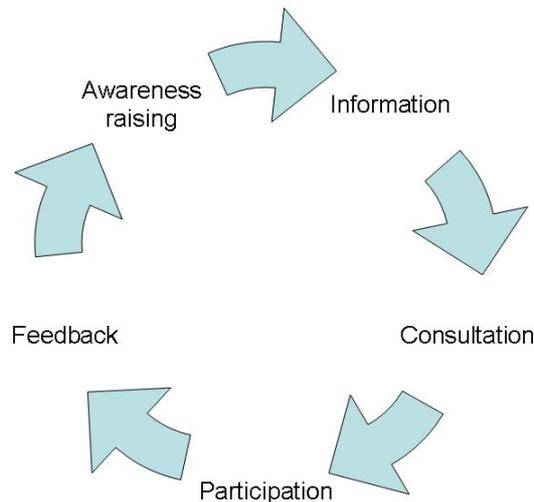
Phone: 020 8583 5202

Address: Planning Policy  
London Borough of Hounslow  
Hounslow House  
7 Bath Road  
Hounslow TW3 3EB

## 2.0 GENERAL PRINCIPLES OF CONSULTATION

2.1 There are various stages of consultation, each stage feeding into the next until the process begins again. Each time the process becomes more developed and refined (see Figure 1).

**Figure 1: The consultation process**



- **Awareness** – of issues, processes or consultations can be raised through council publications or on the council website, 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.
- **Consultation** - will then take place with the community on a specific proposal.
- **Participation** – participation will take place with the community and stakeholders in meetings and forums etc.
- **Feedback** - this will inform the decision making process.

2.2 The key to consultation is ensuring that it is of an appropriate type and scale in relation to the aims of the specific proposals. While specific methods of consultation are best suited to particular groups, the council will strive to ensure that they meet a number of principles in relation to consultation on any planning document or planning application.

2.3 Our general principles for consultation in relation to planning in the borough are:

- We will meet all of our statutory duties as set out in planning regulations;
- We aim to give everyone the opportunity to get involved and influence planning policy and decisions, subject to resource and time constraints;
- With both our own plans and developer proposals, we will aim to publicise information and consult at the earliest opportunity;
- We will offer advice to people on how they can be involved and direct them to independent sources of advice (see Chapter 8);
- We propose to make particular efforts to use new techniques to reach people who have not previously been involved in planning;

- 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 re-consult as necessary;
- We will accurately report the comments received detailing them in planning reports;
- We will publish our reports in accordance with access to information and enable comment on them before decisions are taken;
- We intend to publish information on when and where decisions will be taken at committee meetings, enable attendance and allow representations / deputations according to the council's speaking rules and protocols. We will advise people where they can find this information; and
- We will explain any rights of appeal and advise on other courses of action.

### **3.0 GENERAL PRACTICES OF CONSULTATION**

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

3.2 The Planning Service is split into two service areas, Planning Policy and Development Management (including Planning Enforcement), which can be contacted for assistance on planning issues as follows:

For information relating to the Local Plan and other planning policy documents, please contact the Planning Policy team. For information relating to planning applications, either submitting or commenting on an application, please contact Development Management. To report unauthorised structures, land uses and advertisements, please contact Planning Enforcement.

3.3 If you have any queries, or questions relating to planning please contact the Planning Service using any of the methods below and we will respond to you as soon as possible.

Planning applications email:	planningcomments@hounslow.gov.uk
Planning enforcement email:	planningenforcement@hounslow.gov.uk
Planning policy email:	ldf@hounslow.gov.uk

Telephone:	020 8583 5555
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Address:	Planning Service London Borough of Hounslow Hounslow House 7 Bath Road Hounslow TW3 3EB
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3.4 Please remember to include a daytime phone number and postal or email address in any correspondence so that we can contact you.

#### **Accessing planning information**

##### **Hounslow's website**

3.5 The council's website ([www.hounslow.gov.uk](http://www.hounslow.gov.uk)) includes sections dedicated to planning policy and planning applications, which can be found under 'P' (for Planning) in the A to Z of services. The Planning website includes the borough's planning policy documents, including the Local Plan, supplementary planning documents and the Community Infrastructure Levy, and details on consultations and other planning policy issues. The planning applications section includes application forms and a planning applications register where applications (including plans, accompanying documents and reports) can be viewed. In addition, comments on planning applications can be made online, and breaches of planning permissions can also be reported.

##### **Pre-application advice**

3.6 A formal pre-application advice service is offered to potential applicants to discuss their proposals. Information on pre-application advice can also be found on the council's website or by contacting the planning service.

### **Weekly planning lists**

- 3.7 A weekly list of all registered planning applications and decisions taken on planning applications is available to view on the council website.

### **Libraries**

- 3.8 A copy of all draft and adopted planning policy documents will be made available online, and, in accordance with the most up to date guidance (see below), be held at the main reference library in Hounslow and at local libraries. Computers in public libraries and the Hounslow House are available for public use to view documents on the council website. Please refer also to the council website for information on local libraries, including opening hours.
- 3.9 In light of current Government guidance relating to Coronavirus (COVID-19) the Council will consider using alternative methods of engagement including virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website, where appropriate.
- 3.10 For those members of the community that do not have internet access we will endeavour to engage with representative groups via digital methods and allow individuals to nominate an advocate to share views on their behalf.

### **Council publications**

- 3.11 Council publications will be used where appropriate to inform and consult our community. This could include consultation on different stages of Development Plan Documents or significant planning applications.

### **Local press and public notices**

- 3.12 Public notices for planning applications are generally put into our local newspapers; primarily the Hounslow Chronicle, as it is considered the borough wide newspaper. The Hounslow Chronicle (or alternative borough wide publications) will be used as a method to advertise consultation on planning documents. This may change if other forms of consultation, such as internet sites, are found to be more effective, or if legislation no longer requires statutory publicity in newspapers.

### **Poster sites**

- 3.13 Council owned poster sites that can be found in various locations across the borough can be utilised where appropriate for advertising consultations on planning documents, public meetings or other planning issues.

### **Committee meetings**

- 3.14 Planning Committee is the borough wide committee to discuss and make decisions on planning issues. In addition, Borough Council has designated five Area Forums where planning policy items may also be presented: Chiswick; Central Hounslow; Heston and Cranford; Isleworth and Brentford and Bedfont, Feltham and Hanworth. Any planning policy document that is required to be formally adopted by the council will also go to Cabinet and Borough Council for approval. In accordance with current guidance, these meetings may be held virtually.

- 3.15 The majority of planning applications are determined by the Chief Planning Officer under 'delegated powers', based on a recommendation given by planning officers. This occurs in line with the scheme of delegation as approved by Borough Council. Where the Scheme of Delegation requires, the Planning Committee determines planning applications. The majority of these are major planning applications of ten or more residential units or over 1,000 square metres of floor space (or as specified in the Scheme of Delegation). It also determines applications referred to it from the five Area Forums. Planning Committee also considers policy on planning, development and environmental issues of borough-wide or regional significance. Major and minor planning applications can also be called in (by a ward councillor or chair) to the relevant Area Forum for councillors and the public to comment in a consultation capacity, when committee timetables allow.
- 3.16 As council policy, planning policy documents are adopted by Borough Council. The process followed for each document varies due to different legislative requirements. Specific details for each type of document are provided in Chapter 5.
- 3.17 The date and location of Planning Committee and Area Forum meetings are listed on the council's website. The meetings take place in accessible locations such as the Hounslow House, local libraries and community centres. In accordance with current guidance, these meetings may be held virtually. 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 working days before the meetings take place for public viewing in the form of a Committee Report. This will be available on the council's website (in the 'Council and Democracy' section). These reports are also available in large print formats and in Braille on request. The minutes of any of the committee meetings are generally produced and available in the week preceding the next committee meeting. For decisions on planning applications this information is available following the committee on the planning pages of the council website.
- 3.18 Information relating to Planning Committee and Area Forums, including details of meetings and agendas, can be found on the council's website (in the 'Council and Democracy' section). For further information on these meetings please contact the council's Committee Services team, using the contact details below:

Chiswick Area Forum enquiries	020 8583 2065
Central Hounslow Forum enquiries	020 8583 2068
Heston and Cranford Forum enquiries	020 8583 3356
Isleworth and Brentford Forum enquiries	020 8583 2065
Bedfont, Feltham and Cranford Forum enquiries	020 8583 2072

### **General public meetings and exhibitions**

- 3.19 Public meetings and exhibitions are most likely to be used for the later stages of planning policy preparation and occasionally for major or significant planning applications. Council organised public meetings and exhibitions will be held in buildings accessible by a range of transport options and with disabled access and advertised on the council's website, in council publications and local newspapers, and where appropriate on-site notices and other media may be used. The timing of meetings will be tailored appropriately to the audience. Similarly, exhibitions may be staffed as long as resources permit. Many developers will also choose to hold exhibitions, presentations, displays and focus groups as part of the consultation process on planning applications. This is encouraged by the council.

### **Focus groups and forums**

- 3.20 Where appropriate the council will utilise focus groups and forums as a mechanism to engage and consult. These will most likely be set up on a topic or area basis and will be led by council officers and/or facilitators, as appropriate. 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**

- 3.21 The council will encourage local community websites to provide links to information that may be of interest to local residents on the council's website, including its Local Plan and planning applications pages. Council may also consider the use of local community websites as part of the consultation process as a complementary measure to the use of the council's own website.

### **Leaflets and brochures**

- 3.22 Where appropriate information will be provided in leaflets and brochures for consultation purposes; in particular, for Local Plan and other planning policy documents. Leaflets and brochures could also be made available online, and may be made available at Hounslow House and libraries for engagement following any further guidance issued by the government, and information dissemination.

### **Social media**

- 3.23 Social media tools (such as Twitter and Facebook) are increasingly seen as an effective means for engagement and may be useful in increasing participation in the planning process, particularly with hard-to-reach groups (such as younger people). Use of social media will be explored and may be used to promote planning consultations on the council's website.

### **Keeping involved**

- 3.25 Any resident or interested party can keep up-to-date with planning application or planning policy issues that may interest them by registering their contact details with the council's planning service. If you would like to be updated on planning issues, please forward your details and any preferences on when and how you would like to be informed to the relevant team using the contact details below.

For planning application updates: [planningcomments@hounslow.gov.uk](mailto:planningcomments@hounslow.gov.uk)  
For planning policy updates: [ldf@hounslow.gov.uk](mailto:ldf@hounslow.gov.uk)

## **4.0 INVOLVING THE COMMUNITY IN THE PLANNING PROCESS**

- 4.1 In order to ensure that our consultation methods are targeted appropriately, it is important to understand the different characteristics of communities so that we can tailor our consultation methods accordingly.

### **Hounslow's population**

- 4.2 To establish a better understanding of who makes up our communities and what the consultation challenges may be, a wide range of factors need to be taken into account, such as language, race, gender, age and many more.
- 4.3 According to the Greater London Authority (GLA) population projections it is estimated that Hounslow has a population of 257,461 in 2013 and this is expected to rise to 291,000 by 2041.
- 4.4 Hounslow has a relatively young population, with more than half of the population aged less than 35 years. There is a significant and growing older population in the borough, with the proportion of those aged over 65 years expected to rise by 2021, in line with national projections.
- 4.5 Hounslow's population is diverse, and although predominantly white, 46% identify themselves as being of Black, Asian or minority ethnic origin and with a variety of languages spoken. This compares to 34% of the Greater London population identifying themselves as being of Black, Asian or minority ethnic origin.
- 4.6 Just over half of the population identify 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. Lesbian, gay, bisexual and transgender communities are also represented in the borough.
- 4.7 There is no published information available on the number of disabled people in the borough. However, recent figures published by the Office of National Statistics on benefits associated with disability, such as Disability Living Allowance, Attendance Allowance, Incapacity Benefit and Employment and Support Allowance, give some indication. According to the council's Local Economic Assessment (2011) as of May 2010, just over 9,000 residents were claiming Employment and Support Allowance or an Incapacity Benefit. This equates to 5.5% of the borough's working age population.
- 4.8 As London's international gateway from Heathrow Airport. Hounslow has a vibrant business community with major employers including Heathrow-related industry, TV and creative industry employers and multinational companies.
- 4.9 Hounslow is also a destination for visitors who come to shop and socialise in Hounslow's 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.
- 4.10 Furthermore, Hounslow is home to a vibrant voluntary sector ranging from advocacy groups, youth organisations and faith-based groups to long-established residents and amenity groups and charities.

- 4.11 We will continue to develop our understanding of who our community is as the borough grows and it is critical we understand how they would like to be involved in the planning process.

### **Consultation challenges**

- 4.12 The information above highlights the diverse population and the range of stakeholders in the borough. While there is active participation in the planning process from a range of individuals and groups across the borough, there are a number of individuals and groups described as 'hard to reach', who traditionally have not had a voice in the planning process. Typically, hard to reach individuals or groups may be physically, socially or financially isolated. While some individuals who have not been engaged in the planning process do not belong to any particular group, some groups are represented by organisations which form part of Hounslow's Local Strategic Partnership (LSP). An indicative list of hard-to-reach groups can be found in Appendix 3 - this details the techniques that could potentially be used to engage with these groups.
- 4.13 There may be specific characteristics (such as language, cultural, educational or physical) which can be barriers to involvement and engagement. These characteristics 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 may also need to be addressed.
- 4.14 As outlined above, there will be a need to adapt consultation techniques to engage different parts of the community at stages when their involvement is relevant and of value. The SCI seeks to ensure that as broad a range of residents and businesses as possible can get involved in the planning process.

## **5.0 LOCAL PLAN ENGAGEMENT**

### **Development Plan**

- 5.1 Current planning legislation requires the replacement of Unitary Development Plans and the Local Development Framework with a Local Plan. The Local Plan is prepared by the Local Planning Authority, and together with the London Plan and Neighbourhood Plans (if the latter are developed) will form the statutory Development Plan for the borough. Details of the Development Plan, including the London Plan, Local Plan and Neighbourhood Plan(s), are outlined below.

### **London Plan**

- 5.2 This is the Spatial Development Strategy for London, produced by the Mayor of London. The current London Plan was published in 2011, with updates made and consolidated in 2016 and further amendments made in January 2017 and covers a twenty year period. The New London Plan was examined between the 5th January and 22nd May 2019. The Panel of Inspectors appointed by the Secretary of State issued their report and recommendations to the Mayor on 8th October 2019. Since this time, the Secretary of State has issued direction to the Mayor on the 13<sup>th</sup> March 2020 to amend the New London Plan, and these are still being considered at the time of writing. It provides a strategic framework for each borough's Local Plan and to guide decision making on development.

### **Local Plan**

- 5.3 The Local Plan is made up of one or more statutory Development Plan Documents (DPDs). It sets out the council's policies and proposals for different types of development across the borough and in different parts of the borough. It may include borough wide, site allocation and area specific policies. There are minimum standards of consultation on the Local Plan, which are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. These standards are outlined below, from paragraphs 5.16. Development Plan Documents are also subject to independent Examination in Public.

### **Neighbourhood Plan**

- 5.4 A neighbourhood plan is prepared by designated neighbourhood forums, or parish or town councils, and sets out policies on the development and use of land in all or part of a defined neighbourhood area. Once independently examined, put to referendum and adopted by the council, Neighbourhood Plans will form part of the Development Plan for the local area. Neighbourhood planning has been introduced as part of the provisions of the Localism Act 2011, and the council will publish guidance on applications for neighbourhood forums and preparing neighbourhood plans on its website.
- 5.5 Due to the Coronavirus (COVID-19) pandemic, regulations linked to the Coronavirus Act 2020 means that no elections or referendums can take place until 6 May 2021 (this is also the rescheduled date for the London Mayoral and London Assembly elections that were due to be held in May 2020). This includes neighbourhood planning referendums.

- 5.6 The Government has introduced changes to the neighbourhood planning process on the 13<sup>th</sup> May 2020<sup>3</sup> that allows neighbourhood plans awaiting referendums to be given significant weight in decision-making. T and also provides advice on the implications for conducting publicity and consultation, and examinations.

### **Other Local Development Documents**

- 5.7 In addition to the Local Plan, the council is required to produce a Statement of Community Involvement and may also develop Supplementary Planning Documents; these are Local Development Documents (see Glossary) but are not part of the statutory Local Plan.

### **Supplementary Planning Documents**

- 5.8 Supplementary Planning Documents (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.

### **Statement of Community Involvement**

- 5.9 The SCI sets out how and when the community will be involved in the preparation of the Local Plan and Supplementary Planning Documents, and in considering planning applications

### **Other Planning Policy documents**

- 5.10 The Local Planning Authority is also required to produce the following documents, which are not Local Development Documents but guide their production:

### **Local Development Scheme**

- 5.11 The Local Development Scheme (LDS) is a project plan for the Local Plan (comprising Development Plan Documents), 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.

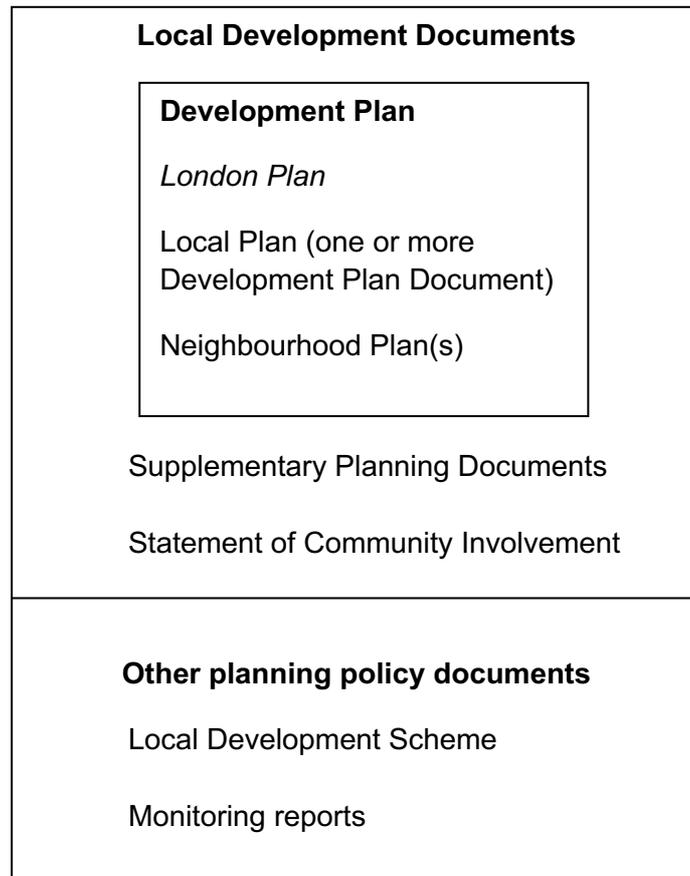
### **Monitoring reports**

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

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<sup>3</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2>

**Figure 2: Local Development Documents and the Development Plan**



**Standards of consultation on Development Plan Documents**

5.13 Minimum levels of consultation and involvement in the production and examination of DPDs are determined by Regulations 18 to 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Figure 3 below (page 18) illustrates the stages of production and examination for any DPD.

**Pre-production**

5.14 The pre-production stage of any DPD is crucial. Its aims are not only to raise awareness generally about the planning system but to also inform Hounslow’s community about what the process and timetable will be for the planning documents the council will be producing. Requirements for this stage are set out in Regulation 18. At this stage prior to production, the council will work on a number of evidence base documents that will be required to inform the DPD that is being produced.

5.15 The timetable for the production of the DPD is set out in Hounslow’s Local Development Scheme. Any changes to timetables can be found in the Monitoring Report and subsequent updating of the Local Development Scheme. These documents can be found on the council’s website. Copies are held at the Civic Centre and at local libraries.

- 5.16 The key at this stage is the early engagement of the community - not only through raising awareness of what is happening regarding the planning process, for example through information in council publications or articles in the local press, but also to identify the issues relating to an area or a specific topic. This could take the form of collating information from informal consultations and workshops 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. This period of initial consultation is a key stage in the preparation of DPDs as it enables people to put forward their own ideas and to actively participate in developing proposals and options.

### **Participation**

- 5.17 Government guidance highlights that the extent of consultation undertaken for DPDs, at this stage, should be proportionate to the scale of issues involved in the plan. For instance, the level of consultation carried out for the Local Plan's policies that are applicable to the whole of the borough would differ to consultation that is carried out for a DPD that covers a smaller geographical area. The council will therefore engage the community on an informal and ongoing basis using specified consultation periods, as appropriate, in order to contribute towards the preparation of the DPD. Throughout this stage, the council, where appropriate, will involve all relevant organisations, interest groups and individuals.
- 5.18 The council is also required to consult individuals and organisations from the following categories (as outlined in the Town and Country Planning Regulations (Local Planning) (England) Regulations 2012:
- (a) specific consultation bodies the local planning authority consider may have an interest in the subject of the proposed local plan;
  - (b) general consultation bodies the local planning authority consider appropriate; and
  - (c) such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

### **Duty to Co-operate**

- 5.19 The Localism Act (2011, Section 110) and the National Planning Policy Framework (2012) introduce the Duty to Co-operate. This means that the borough must seek to actively engage neighbouring boroughs and a range of other agencies when preparing and reviewing its planning policies. The Duty to Co-operate relates particularly to strategic matters that have significant wider impacts, and means the borough is required to have regard to the activities of other bodies. The borough has to provide evidence that they have complied with the Duty to Co-operate at examinations, so a report detailing co-operation will be prepared and these will be available for inspection as core documents as part of the Examination in Public process.
- 5.20 The authorities and agencies that the borough will co-operate with is specified in Regulation 4 of the Town and Country Planning (Local Development) (England)

Regulations 2012. Alongside neighbouring and nearby London boroughs, this includes:

- Environment Agency
- Historic England
- Natural England
- Mayor of London
- Civil Aviation Authority
- Homes and Communities Agency (GLA in London)
- Primary Care Trust(s) (now Clinical Commissioning Groups)
- Office of Rail Regulation (Now office of Rail and Road)
- Transport for London
- Each Integrated Transport Authority (TfL in London);
- Highways Agency
- Marine Management Organisation

5.21 In addition, the NPPF states that Local Enterprise Partnerships and Local Nature Partnerships should be included.

### **Publication of the Proposed Submission DPD**

5.22 In accordance with Regulation 19, prior to submitting the DPD to the Secretary of State for independent examination, the council will publish and make available the proposed submission version of the DPD, in order to allow for representations to be made regarding the soundness of the document. These representations will be passed to the Secretary of State together with the Submitted DPD for consideration as part of the submission material.

5.23 At this stage the council will:

- publish the Proposed Submission DPD, Sustainability Appraisal report, Policies Map if appropriate, any other supporting documents, a Statement of Representations and seek comments over a minimum six week period;
- place any documentation identifying the Proposed Submission DPD on the council's website together with any supporting information which is needed to enable people to understand what they are being asked to comment upon and state where and when the documentation can be inspected;
- make all the relevant material available for inspection at the Hounslow House and all local libraries, where this is safe to do so and in line with the current Government guidance on staying at home and away from others<sup>4</sup>, for the whole of the six week period for which it is open to comment;
- In light of current Government guidance relating to Coronavirus (COVID-19) the Council will consider using alternative methods of engagement including virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website, where appropriate.
- For those members of the community that do not have internet access we will endeavour to engage with representative groups via digital methods and allow individuals to nominate an advocate to share views on their behalf.

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<sup>4</sup> Coronavirus (COVID COVID-19): guidance and support  
<https://www.gov.uk/government/publications/staying-staying-alertalert-andand-safesafe-socialsocial-distancing/staying-staying-alertalert-andand-safesafe-socialsocial-distancing>

- When these alternative methods of consultation cannot be used, the Council may consider consulting by telephone or in writing, where resources allow.
- send copies of the relevant material to the specific consultation bodies and general consultation bodies in accordance with the Regulations;
- in accordance with Regulation 21 the council must make a request to the Mayor of London for an opinion on general conformity of the Development Plan Document to the London Plan;
- advertise in at least one local newspaper where and when the relevant material can be inspected, how copies can be obtained, what is the closing date for representations and where to send any representations; and
- make consultees aware that their comments will be passed on to an appointed Inspector and they may request and/or be called to appear at an examination in public

5.24 Officers will compile a summary of all representations that have been made during consultation. When preparing this statement, the council will determine whether there is a need to make significant changes to the document and undertake further public consultation as a result of the comments received.

### **Submission to the Secretary of State**

5.25 This is the council's intended final version of the DPD and this will be submitted to the Secretary of State in accordance with Regulation 22. The council will again make available all submissions documents online and, in accordance with updated government guidance at Hounslow House, local libraries and the council website. In addition, the council will contact individuals or organisations on the LDF consultation database who wish to be notified. There is no further opportunity for representations at this stage.

### **Examination in Public**

5.26 An independent Examination in Public will assess whether the document has been prepared in accordance with the Duty to Co-operate (see paragraphs 5.17 and 5.18) legal and procedural requirements, and whether it is sound. The National Planning Policy Framework outlines that 'soundness' of a document refers to it being positively prepared, justified, effective and consistent with national policy. The presumption will be that the DPD is sound unless it is shown to be otherwise as a result of evidence considered at the Examination. It will be up to the appointed Inspector to determine the level of public participation at the examination in public.

5.27 Examinations in Public usually contain a series of public hearings. The Government, through a written ministerial statement, has set out expectations for how the planning system should be operating under the Covid-19 restrictions. The WMS states that moving to digital events and processes will be critical to drive the planning process forward and that Government expects Inspectors to take decisions about whether and how virtual events should proceed and to consider the practical measures needed to ensure fair participation. In order to achieve this, the Inspectorate as issued a series of guidance notes on examination<sup>5</sup>. This includes developing further guidance based on work with current examinations in order that these are still able to happen. The council will follow the guidance and adopt any techniques based on this

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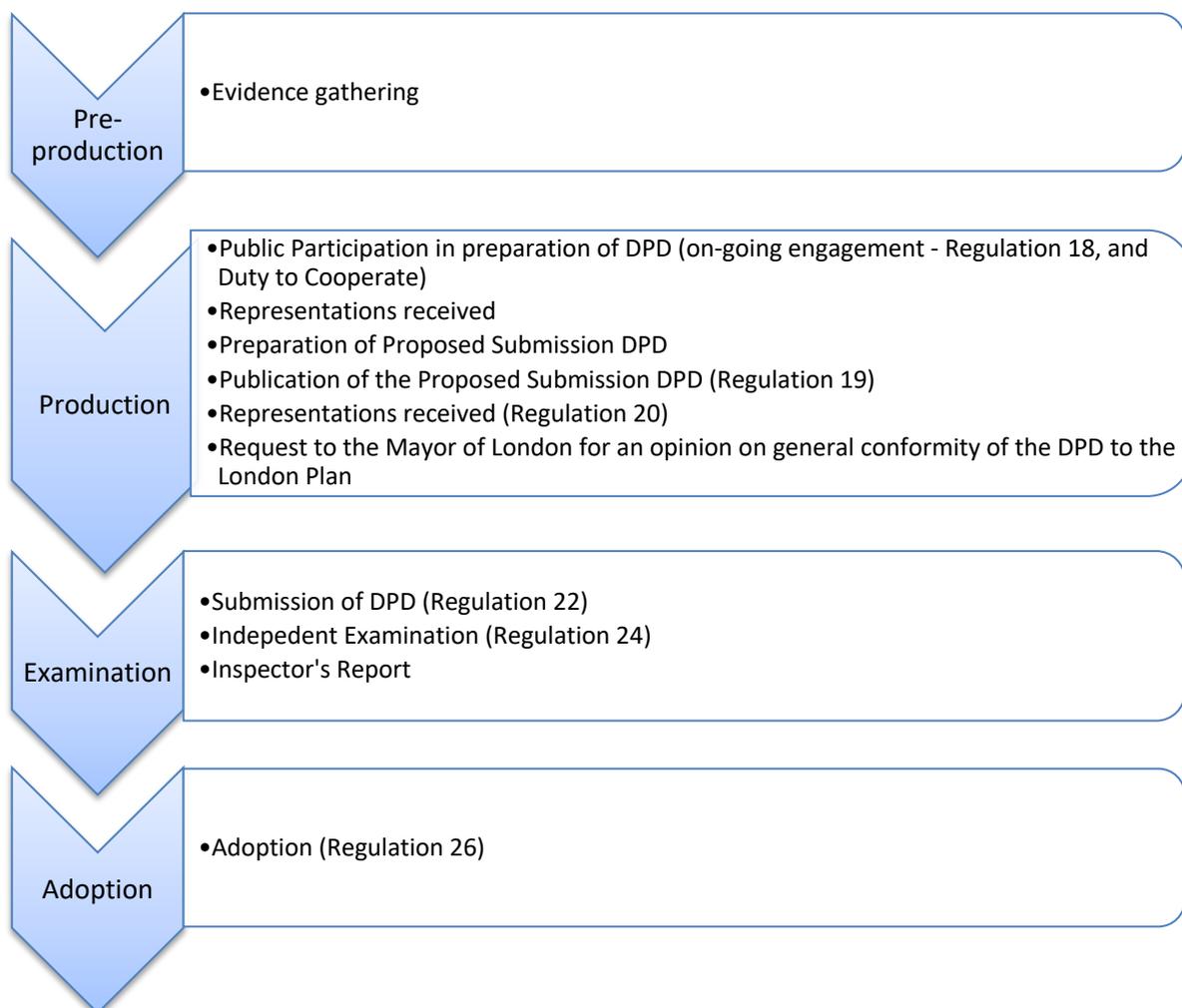
<sup>5</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-planning-inspectorate-guidance>

guidance as part of the examination, utilising both 'virtual' hearing meetings, or utilising social distancing, or a mixture of both.

### Inspector's Report and Adoption of the DPDs

5.28 Following the Examination, the Inspector will produce a report determining whether or not the document is suitable for adoption. The DPD will, where appropriate, be amended to reflect the findings of the Inspector prior to the DPD being reported to councillors for adoption. On receipt of the Inspector's Report, the council will inform those persons who wished to be notified of its publication, as set out in Regulation 25, as well as making the document available for inspection at Hounslow House, local libraries and the council's website. A six-week period for legal challenge exists at this stage, after which the Development Plan Document can be formally adopted and incorporated as part of the Development Plan. The adopted DPDs will be available to view at Hounslow House, local libraries and on the council website once it is formally adopted by the Borough Council.

**Figure 3: Local Plan preparation process**



### Involving people in the planning policy process

- 5.29 Appendix 1 outlines the groups and bodies that the council is required to involve in the planning process, in order to meet standards set by The Town and Country Planning Regulations (2012). This includes general and specific consultation bodies. Chapter 4 outlines the population characteristics and context of the borough, and uses this as a basis to identify consultation challenges.
- 5.30 Table 1 below provides a summary of techniques that could be used to consult different stakeholders on Local Development Documents.

**Table 1: Techniques to consult different stakeholders on the Local Plan**

- 5.31 Table 1 should be read in light of the approach outlined at paragraph 5.21 in relation to events that in the normal course of business would be expected to be in-person, in light of the Covid-19 Pandemic, These are outlined in bold.

Who we will consult	When will we consult		Possible consultation methods
	Local Plan DPDs	Local Plan SPDs	
Adjacent Local Planning Authority	✓	Where appropriate	<ul style="list-style-type: none"> <li>• council website;</li> <li>• Local media;</li> <li>• Letter / questionnaire via email;</li> <li>• Appropriate forum e.g. an Area Forum</li> </ul>
Business Community	✓	Where appropriate	<ul style="list-style-type: none"> <li>• council website;</li> <li>• local media;</li> <li>• Hounslow Matters residents magazine;</li> <li>• <b>local forum;</b></li> <li>• leaflet / brochures;</li> <li>• formal written consultation;</li> <li>• <b>focus groups;</b></li> <li>• <b>exhibition</b></li> </ul>
Community & Voluntary Groups	✓	Where appropriate	<ul style="list-style-type: none"> <li>• council website;</li> <li>• local media;</li> <li>• Hounslow Matters residents magazine ;</li> <li>• <b>local forum;</b></li> <li>• leaflet / brochures;</li> <li>• formal written consultation;</li> <li>• <b>focus groups;</b></li> <li>• <b>exhibition</b></li> </ul>
Councillors	✓	✓	<ul style="list-style-type: none"> <li>• <b>Area Forums</b></li> <li>• Questionnaires / Surveys</li> </ul>
Developers / Land owners	✓	✓	<ul style="list-style-type: none"> <li>• council website;</li> <li>• local media;</li> <li>• Hounslow Matters residents magazine ;</li> <li>• <b>local forum;</b></li> <li>• leaflet / brochures;</li> <li>• formal written consultation;</li> <li>• <b>focus groups; exhibition</b></li> </ul>

Hard to Reach Groups	✓	✓	<ul style="list-style-type: none"> <li>• Each DPD/ SPD will have its own identified 'hard to reach groups'</li> <li>• The consultation will be tailored to meet their needs refer to Appendix 3.</li> </ul>
Internal Departments	✓	✓	<ul style="list-style-type: none"> <li>• Steering group; email distribution</li> </ul>
Local organisations	✓	✓	<ul style="list-style-type: none"> <li>• council website;</li> <li>• local media;</li> <li>• Hounslow Matters residents magazine ;</li> <li>• <b>local forum</b>;</li> <li>• leaflet / brochures;</li> <li>• formal written consultation;</li> <li>• <b>focus groups</b>;</li> <li>• <b>exhibition</b></li> </ul>
Local Strategic Partnership	✓	where appropriate	<ul style="list-style-type: none"> <li>• <b>LSP forum</b></li> <li>• Questionnaires / surveys for consultation</li> </ul>
National / Regional Organisations	✓	Where appropriate	<ul style="list-style-type: none"> <li>• Formal written consultation</li> <li>• Questionnaires;</li> <li>• council website;</li> </ul>
Residents	✓	✓	<ul style="list-style-type: none"> <li>• council website;</li> <li>• <b>local media</b>;</li> <li>• Hounslow Matters residents magazine ;</li> <li>• local forum;</li> <li>• leaflet / brochures;</li> <li>• e-mail formal written consultation;</li> <li>• <b>focus groups</b>;</li> <li>• <b>exhibition</b></li> </ul>
Statutory Consultees	✓	✓	<ul style="list-style-type: none"> <li>• Letters / email;</li> <li>• council website</li> </ul>
Visitors	✓	Where appropriate	<ul style="list-style-type: none"> <li>• council website;</li> <li>• Information held at community buildings</li> </ul>

### Supplementary Planning Documents

5.32 Supplementary Planning Documents (SPDs) can be used to explain policy or provide further detail to policies in Development Plan Documents. Although SPDs do not have development plan status, they are informed by extensive community involvement and a Sustainability Appraisal, where required. The only formalised stage for preparing an SPD is a minimum four week public consultation period. Table 2 below identifies the council's standards for consultation for SPDs.

**Table 2: SPD consultation process**

5.33 Table 2 should be read in light of the approach outlined at paragraph 5.23 in relation to events that in the normal course of business would expected to be in-person, in light of the Covid-19 Pandemic, These are outlined in bold.

<b>What</b>	<b>How</b>	<b>Who</b>	<b>Where</b>	<b>Standard</b>	<b>Purpose and outcome</b>
Preparation of draft SPDs, which may include sharing evidence base	<ul style="list-style-type: none"> <li>• Make available draft SPD and relevant evidence base</li> </ul>	All stakeholders	<ul style="list-style-type: none"> <li>• Hounslow House;</li> <li>• local libraries.</li> <li>• council website.</li> </ul>	Regulation 12	<ul style="list-style-type: none"> <li>• To raise awareness and inform stakeholders</li> <li>• To refine the SPD so that it is nearer to the adopted version.</li> </ul>
Formal statutory consultation period.	<ul style="list-style-type: none"> <li>• Make available draft SPD; SPD matters and sustainability appraisal;</li> <li>• Four week (minimum) statutory consultation period</li> </ul>	All stakeholders, including statutory consultation bodies.	<ul style="list-style-type: none"> <li>• Civic Centre;</li> <li>• Hounslow Matters residents magazine;</li> <li>• local libraries;</li> <li>• local media;</li> <li>• public notice;</li> <li>• council website;</li> <li>• Area Forums.</li> </ul>	Regulation 12	<ul style="list-style-type: none"> <li>• To refine the SPD so that it is nearer to the adopted version.</li> </ul>
Publish representations on draft SPD and council's responses.	<ul style="list-style-type: none"> <li>• Produce and make available a statement summarising results and main issues of the consultation</li> </ul>	Those who submitted comments and all interested parties.	<ul style="list-style-type: none"> <li>• Hounslow House;</li> <li>• local libraries;</li> <li>• council website;</li> <li>• notify consultees where appropriate</li> </ul>	Regulations 12 and 13	<ul style="list-style-type: none"> <li>• To maintain communication with stakeholders, and enable consultees to see how their comments have informed the next stage of production of the SPD.</li> </ul>
Adoption of SPD.	<ul style="list-style-type: none"> <li>• Make available and publicise the adoption statement and SPD.</li> <li>• Include a statement of the consultation</li> </ul>	<p>All those who submitted comments or asked to be notified</p> <p>All stakeholders including statutory consultation</p>	<ul style="list-style-type: none"> <li>• Hounslow House;</li> <li>• local libraries.</li> <li>• council website;</li> <li>• mail drops and/ or local events, as</li> </ul>	Regulations 14 and 35	<ul style="list-style-type: none"> <li>• To raise awareness of the adopted SPD, and establish that part of the planning framework</li> </ul>

	undertaken, the representations received and their responses, along with the final Sustainability Appraisal.	bodies	appropriate. <ul style="list-style-type: none"><li>• formal public notice.</li></ul>		
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## **Community Infrastructure Levy**

- 5.31 The Planning Act 2008 (updated by the Localism Act 2011) made provision for the introduction of the Community Infrastructure Levy, which is a non-negotiable charge on developers to support local infrastructure provision arising as a result of new development. The money raised through this Levy can then be used to fund a wide range of infrastructure required as a result of development. This includes, but is not limited to, new road schemes, flood defences, schools, hospitals, social care facilities, park improvements and leisure centres. The council has adopted a Community Infrastructure Levy Charging Schedule to support the implementation of the council's proposals for growth. Any future Charging Schedule will be subject to a separate consultation and Examination in Public. In accordance with the Community Infrastructure Levy Regulations 2010 (as amended) the council must consult for a minimum of four weeks on the draft charging schedule that they prepare and take into account representations made before it submits a draft of the charging schedule for an Examination in Public.

## 6.0 DEVELOPMENT MANAGEMENT CONSULTATION PROCESS

- 6.1 The council has a statutory duty under The Town and Country Planning (Development Management Procedure) Order to consult on all planning applications<sup>6</sup>.
- 6.2 For the purpose of this document, the term planning application includes applications for Listed Building Consent (LBC). LBC will need to be applied for demolition of a listed building or to alter or extend a listed building in a manner that would affect its character as a building or space.

### Pre-application discussions

- 6.3 The council offers a pre-application advice service for all planning applications. Pre-application discussions identify issues and requirements at an early stage, and are beneficial for applicants to provide clarity as to the process and some degree of certainty where local planning policies and constraints are identified. Details of how to approach pre-application advice, including fees and application forms, are on the council's website.
- 6.4 At the pre-application stage, developers are advised of local residents and amenity groups and suggestions are made to engage with them prior to submitting applications. The council cannot require a developer or householder to undertake pre-application discussions, or to engage with local residents and amenity groups.
- 6.5 There are some applications where there is no statutory requirement to consult. These includes Certificates of Lawful Development, internal alterations to a Grade II listed building, advertisements, non-material amendments and approval of details

### Planning applications

- 6.6 When a planning application is submitted there are **minimum legal requirements** for consultation and publicity purposes, which are set out below. There is no statutory requirement to consult local residents and amenity groups but it is recognised that they are interested in applications in their area, and they are encouraged to notify the Planning Service of the area of applications they are interested in, and the type of applications they wish to be notified on:
- The planning application form, plans, and any supporting information relating to a submitted planning application are available for viewing on the council's web pages, as a statutory register for public information.
  - A weekly list of all planning applications received and determined is published on the council's web pages, following the Planning link Search Planning Applications.
  - 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, applications for Conservation Area and Listed Building Consents for a minimum of 21 days before a decision is made. Press

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<sup>6</sup> Exceptions include advertisements, works to trees, shop fronts, Certificates of Lawfulness and notifications.

adverts appear at present in the Hounslow Chronicle, as appropriate and as required by legislation.

- Applicants and objectors will be able to track the progress of an application by visiting the council website and viewing the planning application search facilities on the Hounslow website.
- Where a judgment is required as to whether a property will be 'directly affected' by a development, this will be determined by the Planning Service based on the nature and the scale of the proposed development.

6.7 In addition to the minimum requirements set the council will also where appropriate:

- Advertise formal applications made for major applications, LBC, CAC and departures as required by legislation and provide details of arrangements for formal consultation by local advertisement methods and on the website<sup>7</sup>;
- 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;
- Publish a weekly list of applications likely to be recommended for refusal, likely to be recommended for approval where objections have been received, major applications and cases where authority to take enforcement action is sought;
- Summarise applications that have been referred to the Pending List by councillors to the relevant Area Forum to allow councillors to decide whether the decision on the application shall be made by Planning Committee or by officers under delegated authority;
- Give supporters/objectors/applicants the opportunity to be heard at Planning Committee meetings, at the discretion of the Chair. (Please note that this needs to be agreed prior to the meeting through Committee Services);
- Make the final decision along with the reasons for refusal or approval available on the website;
- In some circumstances it may be appropriate to consult on specific details. In these cases consultation will take the form as described above and in tables as appropriate. It will be a matter of judgement as to what and when the appropriate circumstances would be to trigger a consultation, dependent on the nature and scale of the details submitted.

6.8 Appendix 2 contains an indicative list of statutory consultation bodies and groups and organisations that may be consulted depending on the scale and location of applications.)

6.9 How consultation is undertaken will vary depending on the size and nature of an application. Table 3 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 minor applications which entail the erection of less than ten dwelling units or less than 1,000 square metres of commercial floorspace, to major applications which comprise the erection ten

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<sup>7</sup> A 'departure' is a planning application for development which does not accord with the development plan in force in the area.

dwelling units or more and 1,000 square metres of commercial floorspace or above. 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.

## Consultation Standards for Planning Applications to be undertaken by the Planning Service

**Table 3: Consultation on Minor Applications**

What Type of application?	Who we consult?	How will consultation take place?	Where to find information?
A rear extension and single storey side extension to a domestic property	Both neighbouring properties; opposite property and those backing onto the property.	<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, or letter.</li> <li>A copy of the planning application will be available to view on the council website.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>A registered weekly planning list is published on the council's web pages</li> <li>Applications available to view on the council's webpages.</li> </ul>
Erection of an outbuilding	Both neighbouring properties; and those backing onto the property		
A two-storey side extension and a front extension to a domestic property	Both neighbouring properties; those backing onto the property; and any properties directly opposite the road.		
Small flat conversions (two-three flats) and garage conversions/annexes	The occupants of the property itself, and properties either side. It is likely that consultation will be wider than this.		
Schemes to build more than three new dwelling units but less than ten	Nearby properties and residents / amenity groups.		
Consult statutory consultees where appropriate under the Development Management Procedure Order			

**Table 4: Consultation on Change of Use applications**

What type of application?	Who we consult?	How will consultation take place?	Where to find information?
For all changes of use	<ul style="list-style-type: none"> <li>• Any adjoining properties, and those backing onto and directly opposite, along with the occupants of the property affected by the application, and properties above</li> <li>• Consultation is likely to be wider.</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, or letter. A copy of the planning application will be available to view on the council web pages.</li> </ul>	<ul style="list-style-type: none"> <li>• A registered weekly planning list is published on the council's web pages</li> <li>• Larger schemes may require a press advert to be put in local papers</li> </ul>
Change of use in a shopping area	<ul style="list-style-type: none"> <li>• Two neighbouring properties either side, and above the shop unit; the occupants of the property affected by the application; and properties directly opposite.</li> <li>• Residents and amenity groups will be notified.</li> <li>• Consultation is likely to be wider.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
Consult statutory consultees where appropriate under the Development Management Procedure Order			

**Table 5: Consultation on Major / Significant / Strategic planning applications**

Type of planning application?	Who we consult?	How will consultation take place?	Where to find information?
<p><b>Major schemes</b></p> <ul style="list-style-type: none"> <li>Schemes where there are ten or more new dwelling units, or where the proposal is 1000 sq metres of commercial floorspace or more.</li> </ul> <p><b>Significant schemes</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 development 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 schemes</b></p> <ul style="list-style-type: none"> <li>Schemes where there are above 500 new residential units or where the proposed commercial floor space is more than 5,000sqm. Developments above 30m in height are referred to the GLA</li> </ul>	<ul style="list-style-type: none"> <li>Everyone who lives close by, works close by or who may be affected by the change;</li> <li>Statutory consultees; and</li> <li>Community and voluntary groups.</li> <li>If there is a local residents or amenity group, 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 available on the council web pages.</li> <li>A copy of the planning application will be available to view online at Hounslow House upon request.</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, 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 Forum for their comment, where the timetable for committees allows.</li> <li>Reports sent to Planning Committee for their decision or their comment as appropriate.</li> <li>Where appropriate, public meetings, exhibitions, surgeries, and workshops may 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 before a decision is made.</li> </ul>	<ul style="list-style-type: none"> <li>A registered weekly planning list is published on the council's website. Where appropriate, information is provided in local community and religious buildings.</li> <li>Through the media such as Hounslow Matters residents 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 may 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></li> </ul>

## **Post application**

- 6.10 The progress of an application is recorded on the council's planning web pages. Interested parties can follow the progress of an application. When a decision is made, the decision letter will be published on the website for viewing, and a copy will be sent to the applicant. The decision notice includes details of the right to appeal against the decision. All decisions will appear on the Weekly Decision List on the council's web pages.
- 6.11 If the application is to be determined at Planning Committee, any person who has commented on that application in either support or objection will be notified of the date and time of the committee meeting regarding the application to be considered. The option to speak at meetings of the Planning Committee is determined by the Protocol for speakers as published on the front page of the meeting Agendas.
- 6.12 When a decision has been made on the application, the decision notice will be published on the council website, the progress of the application will be updated to show decisions made, and the application will then appear on the weekly list of decisions made.
- 6.13 Full planning permission requires development to start usually within three years for those applications received on 25 August 2005 or after. There is no legal requirement for the council to consult on planning conditions. However the council does consider it prudent to consult either communities or gain expert advice on some key conditions, such as children's play area or recycling and bin stores.

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

- 8.14 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 eight weeks for minor applications or 13 weeks for major applications from being registered, the applicant has a right to appeal on grounds of non-determination. An appeal must be lodged with the Planning Inspectorate (PINS) within three months of the decision notice for householder applications, six months of the decision notice for other applications or within six months of the end of the decision period if the council has not made a decision.
- 6.15 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. If an individual objected to a householder application, their comments will be sent to the Planning Inspectorate directly by the planning Case Officer. For other appeals, any individual who objected to the original application will be asked to send comments to the Planning Inspectorate. There are three 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 decision is made by a Planning Inspector. Details of the appeal, and the appeal decision, will be published on the council website. A monthly list of planning appeal decisions is published on the council website.

- 6.16 The person who made the applications will need to contact the Planning Inspectorate to begin the formal appeal process. They can be contacted at [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk).

### What the applicant can do

- 6.17 In addition to the requirements set out for the council to undertake, Table 6 below demonstrates what the applicant could do prior to submitting their planning application.

**Table 6: Consultation guidelines for applicants**

<b>Size of application</b>	<b>Recommendations for consultation</b>
<b>Minor (Including Householders) &lt; 10 units &lt; 1000sqm</b>	<ul style="list-style-type: none"> <li>• It is advised that applicants seek advice and guidance from Building Control.</li> <li>• All minor applicants should first consult with neighbouring properties including those abutting back gardens.</li> <li>• For minor/household enquiries it is advised to undertake formal pre-application advice by appointment with a Planning Officer from the appropriate Area Team and upon paying the appropriate fee.</li> </ul>
<b>Major / Significant / Strategic</b>	<ul style="list-style-type: none"> <li>• It is strongly advised that pre-application advice should be obtained before the submission of an application, with the involvement and guidance of the Planning Service.</li> <li>• It is advised that the applicant engage with the community at the pre-application stage prior to the submission of a major planning application.</li> <li>• Consultation could take the form of a public exhibition, advertising through Hounslow Matters residents magazine, producing promotional/informative literature or it may also be appropriate to present the proposals at Area Forum if the applicant has entered into a formal PPA with the council.</li> </ul>

### **Note on council's planning decision making procedures**

- 6.18 It must be noted that the procedures for planning decision making outlined in this document could be subject to change subject to decision by Borough Council. The planning decision making powers lie with Borough Council and may change. If this should happen, the decision making function of Borough Council will outweigh the consultation processes contained in this document, and amendments will be made to this document to update it in accordance with council procedure subsequent to any changes, should they occur.

### **Section 106 Planning Obligations**

- 6.19 New development often creates a need for additional infrastructure or improve community services, without which there would be a detrimental impact arising from the development which would make it unacceptable. Planning Obligations are the mechanism used to secure these measures. The measures are secured through a legal agreement under Section 106 of the Town and Country Planning Act 1990. Any application that will be subject to a legal agreement will be submitted to the council's Planning Committee for decision.
- 6.20 Members of the public have the opportunity to make representations to the planning authority for each planning application. Representations can often include suggestions by members of the public for projects which may mitigate the impact of a new development on an area. Residents or businesses living and working adjacent to a development site will receive a letter or email from the council at the start of the planning application process detailing how they can make contact if they wish to make representations.

### **Planning enforcement**

- 6.21 The council's planning enforcement team investigates suspected breaches of planning control and attempts to resolve cases by inviting retrospective planning permission applications or requesting remedial works be carried out to eliminate erroneous development. Many cases can be resolved on an informal basis, however in certain instances legal proceedings are necessary.
- 6.22 Planning breaches are usually reported by residents on the basis of confidentiality, so there is no consultation process. However, where a retrospective planning application arises, the standard consultation process set out in this chapter is carried out. Suspected planning breaches can be reported to the Planning Enforcement team using the contacts details in Chapter 3, and further information on the enforcement process can be found on the council's website.

## **7.0 RISK ASSESSMENT AND FUTURE REVIEW**

### **Risk Assessment**

- 7.1 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 tests of soundness. Similarly too much consultation may result in consultation fatigue, overspend 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.
- 7.2 Avoiding an over prescriptive SCI will help to ensure that resources are used appropriately when 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.

### **Future review**

- 7.3 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 structures;
  - Significant changes to the council's Scheme of Delegation
  - Cumulative changes to the modernisation agenda including e-Government; or
  - Significant changes to Corporate Equal Opportunities and Diversity Policy.

## 8.0 INDEPENDENT ADVICE

- 8.1 Planning Aid provides advice and support on town planning matters which is free, independent and professional.
- 8.2 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 301 Linton House  
164 / 180 Union Street  
London SE1 0LH

Phone: 020 7401 8046  
Fax: 020 7021 0346  
Email: [infor@planningaidforlondon.org.uk](mailto:infor@planningaidforlondon.org.uk)  
Website: [www.planningaidforlondon.org.uk](http://www.planningaidforlondon.org.uk)

- 8.3 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 people's. They can also advise groups on fundraising strategies, community development and consultation methods.

## 9.0 OTHER SOURCES OF INFORMATION

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

- **Department of Communities and Local Government**  
[www.communities.gov.uk](http://www.communities.gov.uk)
- **Royal Town Planning Institute**  
[www.rtpi.org.uk](http://www.rtpi.org.uk)
- **Planning Inspectorate**  
[www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk)
- **Planning Advisory Service**  
[www.pas.gov.uk](http://www.pas.gov.uk)
- **Planning Portal**  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## GLOSSARY OF TERMS

- **Adoption**

The stage at which the Local Planning Authority can adopt, by resolution of Borough Council, as council policy. A DPD acquires statutory weight once it has been adopted.
- **Development Plan**

This consists of the Spatial Development Strategy for London (the London Plan), the Local Plan and any other Development Plan Documents prepared by the Local Planning Authority, and any Neighbourhood Plans.
- **Development Plan Documents**

Documents prepared by the Local Planning Authority and subject to independent examination that make up the Local Plan, and form part of the statutory Development Plan.
- **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 Examination in Public, setting out their conclusions on the matters raised and detailing amendments which they propose to make the DPD sound.
- **Local Strategic Partnership (LSP)**

Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood.
- **Local Development Documents (LDDs)**

The collective term set out in the Planning and Compulsory Purchase Act 2004 and Regulations (2004 and 2012) for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), and the Statement of Community Involvement (SCI).
- **Local Development Scheme (LDS)**

Sets out the programme for the preparation of Development Plan Documents.
- **Local Plan**

The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community. The Local Plan consists of one or more Development Plan Documents, and also includes older policies saved under the Planning and Compulsory Purchase Act 2004.
- **London Plan**

The Spatial Development Strategy for London covering a twenty year period. The current London Plan was published in 2011. It has been produced to provide a strategic framework for the borough's Local Plans and to guide decision making on development. It has the status of a development plan under the Planning and Compulsory Purchase Act 2004 (as amended).

- **Monitoring Reports**  
Authorities are required to produce monitoring reports to assess the implementation of the LDS and the extent to which the policies in the LDDs are being successfully implemented.
- **National Planning Policy Framework**  
National planning policy guidance produced by the government under the new planning regime (as introduced in the Localism Act 2011). It sets out the government's land use and spatial planning objectives and policies for England. It replaces and condenses guidance previously contained in Planning Policy Statements (PPSs) and Planning Policy Guidance (PPG) notes.
- **Neighbourhood Plan**  
A neighbourhood plan is prepared by designated neighbourhood forums, or parish or town councils. It sets out policies on the development and use of land in all or part of a defined neighbourhood area. Once independently examined, put to referendum and adopted by the council, Neighbourhood Plans will form part of the Development Plan for the local area
- **Planning Condition**  
A planning condition is a condition placed on grants of planning permission by local planning authorities. Such conditions permit development to go ahead only if certain conditions are satisfied. Conditions include time limits on development, undertakings regarding environmental and noise issues and limits on the size and external appearance of a new development.
- **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 that fall to be determined by the Secretary of State.
- **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.
- **Sustainability Appraisal (SA)**  
The Planning and Compulsory Act requires all LDDs to be subject to a Sustainability Appraisal which considers the impacts of the proposed policies and proposals upon a number of economic, social and environmental criteria. The Strategic Environmental Assessment requirements are intended to be met as part of the statutorily required SA process
- **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.

- **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)**  
Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the statutory development plan.
- **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 Local Plan.

## **APPENDIX 1: LOCAL PLAN CONSULTATION BODIES**

### **Specific consultation bodies**

The specific consultation bodies are listed in The Town and Country Planning (Local Planning) (England) Regulations 2012 and relate to organisations responsible for services and utilities and infrastructure provision. These are a list of specific bodies who must be consulted by the council when preparing Development Plan Documents in which they may have an interest. The specific consultation bodies, as set out in the regulations, are:

- (a) the Coal Authority,
- (b) the Environment Agency,
- (c) the Historic Buildings and Monuments Commission for England (known as English Heritage),
- (d) the Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) the Highways Agency,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
  - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker;
- (k) the Homes and Communities Agency; and
- (l) where the local planning authority are a London borough council, the Mayor of London;

### **General consultation bodies**

The general consultation bodies are also listed in the regulations. The regulations identify five types of bodies as general consultation bodies that relate to voluntary organisations representing certain groups within the community. The general consultation bodies are:

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area,
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

The organisations that fall into these types may vary in different parts of the borough. Furthermore, the number of organisations will change over time, as the remit and interest of existing organisations evolve and new ones emerge. When preparing the Local Plan, the council will consult those general consultation bodies it considers to have an interest in the plan.

## **APPENDIX 2: GENERAL DEVELOPMENT MANAGEMENT CONSULTATION BODIES**

### **Government agencies and other relevant bodies**

- English Heritage – heritage assets (including archaeology)
- British Pipeline Agency
- The Georgian Society
- The Victorian Society
- The Twentieth Century Society
- The Ancient Monuments Society
- Thames Water
- Environment Agency
- Chiswick Police Station (for Secured by Design officer)
- Heathrow Airport
- Primary Health Care Trust
- Transport for London
- Canal and River Trust
- Highways Agency
- Council for British Archaeology
- Society Protection Ancient Britain
- Health & Safety Executive

### **Residents and amenity groups**

- Isleworth Society
- Spring Grove RA
- Thornton / Mayfield RA
- Heston RA
- Central Hounslow RA
- Holland Gardens RA
- Strand on the Green Association
- Old Chiswick Protection Society
- Grove Park Group
- Brentford Community Council
- St John Residents' Association
- The Old Four Roads RA
- The Butts Society
- Gunnersbury Park RA
- West Chiswick and Gunnersbury Society
- Bedford Park Society
- St Stephens Road Residents
- Friends of Dukes Meadow
- Local Chambers of Commerce

### APPENDIX 3: HARD TO REACH GROUPS

Identified group	Where to access	Methods to engage the community
<b>English not a first Language</b>	<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>
<b>Ethnic minorities</b>	<ul style="list-style-type: none"> <li>• Local community and religious facilities</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>
<b>Elderly</b>	<ul style="list-style-type: none"> <li>• Local community facilities for the elderly</li> <li>• Residential care homes</li> <li>• Libraries</li> </ul>	<ul style="list-style-type: none"> <li>• Accessible location</li> <li>• Transport provided</li> </ul>
<b>Young people / children</b>	<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>
<b>Disability groups (including mentally disabled)</b>	<ul style="list-style-type: none"> <li>• Disability Community Forum</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>
<b>Deaf / hard of hearing</b>	<ul style="list-style-type: none"> <li>• Disability Community Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Signers</li> <li>• Printed information</li> <li>• Electronic consultations</li> </ul>

Identified group	Where to access	Methods to engage the community
<b>Blind / partially sighted</b>	<ul style="list-style-type: none"> <li>• Disability Community Forum</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>
<b>Small traders businesses</b>	<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>• Hounslow Matters residents magazine</li> </ul>
<b>Socially excluded including:</b> <b>Travellers</b> <b>Travelling howpeople</b> <b>Refugees / Asylum Seekers</b> <b>Homeless</b>	<ul style="list-style-type: none"> <li>• Through representative bodies</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>
<b>OutWest</b>	<ul style="list-style-type: none"> <li>• Consult directly</li> </ul>	<ul style="list-style-type: none"> <li>• Consult directly</li> </ul>
<b>New Residents</b>	<ul style="list-style-type: none"> <li>• Residents and amenity groups</li> </ul>	<ul style="list-style-type: none"> <li>• Hounslow Matters residents magazine</li> <li>• Website</li> <li>• Welcome pack</li> <li>• Twitter and Facebook</li> </ul>

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