

Appendix 2 - LONDON BOROUGH OF HAMMERSMITH AND FULHAM

Statement of Community Involvement in Planning

2024

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1. Explanatory Note

The Council's existing Statement of Community Involvement (SCI) in Planning dates from February 2015. Local planning authorities must review their Statements of Community Involvement to ensure the document is kept up-to-date to account for the changes made in national planning guidance and to ensure effective community involvement at all stages of the planning process. For plan-making, the SCI establishes how the Council will engage all sections of the local community, businesses, and key stakeholders in shaping the emerging spatial framework and policies for Borough and specific places within it. For planning applications, the SCI sets out our expectations for pre-application community engagement by scheme proponents and how the Council will consult on planning proposals when these are formally submitted.

This revised SCI has been prepared under the terms of the Planning and Compulsory Purchase Act 2004 and has taken into account more recent legislation that impacts upon planning, including the Localism Act 2011, the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the National Planning Policy Framework 2019.

Since the previous SCI was published in 2015 there have been significant changes to the world in which we live and how we engage in the aftermath of the COVID-19 pandemic. Therefore, the SCI has been reviewed in accordance with updated national planning guidance published on 4 October 2021.¹

¹ <https://www.gov.uk/guidance/plan-making>

2. Introducing the Statement of Community Involvement

Introduction

Planning has an impact on everyone – it helps to shape the communities that we live in, the facilities that we use, the places where we work and our choice of movement. Therefore, it is essential that early and effective community involvement with stakeholders, prescribed bodies, and the local community is at the centre of the planning system. The importance of community engagement is reflected in the planning system, which seeks to ensure that stakeholders and the community are incorporated in planning and development matters.

The Statement of Community Involvement (SCI) is a statutory planning document that all county, district, and borough councils are required to prepare. In order to achieve effective community involvement and comply with planning legislation, London Borough of Hammersmith and Fulham Council have produced this SCI setting out how the council will involve all sections of the local community and key stakeholders in the planning process.

The purpose of this SCI document

The SCI explains how and when the community can be involved in the preparation of planning policy documents and in the consideration of planning applications, including pre-application proposals and appeals. Every local planning authority must prepare an SCI, which is a means of improving the quality of the planning process through greater involvement of the whole community. The SCI aims to ensure that the appropriate type and scale of engagement is undertaken for both planning policy documents and specific development proposals at pre-application, application and appeal stages.

Our core principles for community involvement

Community involvement is one of the most important aspects of planning; obtaining local opinions will allow the council to make decisions in the most informed way. The council wants to put our communities first in the planning process - listening to residents and businesses, and championing early engagement between local people, developers and the council. To help achieve this, the council has adopted a set of core principles for community involvement that has been applied to inform the kind of consultation to use and when it is best to use it for both planning policy development and consideration of planning applications. These core principles are set out below in Table 2.1:

Table 2.1: Core principles for community involvement

1. **Adhering to all legislative requirements**, including relevant acts and regulations, in all planning matters;
2. **Enabling co-production of planning documents** with residents, the community sector, councillors and other partners;
3. **Aiming to hear a full range of views**, by proactively engaging all members of the community in a way that suits their needs;
4. **Ensuring an inclusive approach**, to ensure that there is fair and equal access for all to the planning process;
5. **Clearly communicating information and opportunities for discussion**, by being clear about the consultation process;
6. **Enabling straightforward interaction**, by using a range of methods for consultation and engagement, adjusting processes according to the audience, where possible;
7. **Respecting and valuing comments**, by acknowledging the receipt of and considering all comments on planning applications and policy consultations;
8. **Making the most of information technology**, by being open to new ways and methods for participation;
9. **Ensuring feedback and continuity** including the publication of reports outlining the comments received in policy consultations and how these have been taken into account;
10. **Responsible resourcing** by being ruthlessly, financially efficient including using the most direct and cost-effective methods for consultation possible;
11. **Monitoring effectiveness** by reviewing the SCI at least every five years and responding rapidly to any relevant changes.

The Duty to Co-operate

In compliance with Section 110 of the Localism Act 2011, the council is also under a duty to co-operate with neighbouring boroughs and other authorities and agencies when it reviews its planning policies. These authorities and agencies include the Mayor of London and GLA associated bodies (such as Transport for London), as well as bodies such as the Environment Agency, Historic England, Natural England, the Civil Aviation Authority, the Clinical Commissioning Groups, the Homes and Communities Agency, the Office of Rail Regulation, the Highways Agency and neighbouring boroughs (see Town and Country Planning (Local Planning) (England) Regulations 2012 for the full list of specific and general consultation bodies.

3. Consulting on Planning Policy

This section outlines how the council aims to involve the community in the preparation of its planning policy documents, a list of which can be seen in the council's Local Development Scheme (LDS) which is available online and at the Town Hall. The LDS sets out a list of policy documents to be prepared and their timetable for production. It is reviewed as and when necessary to ensure that the public are aware of documents coming on-line and have the chance to participate in their preparation.

Planning Policy

The council, as a local planning authority, is required to prepare statutory planning policy documents. These documents include policies that help shape the future development of the borough and guide developers in preparing applications that will be acceptable in planning terms. They are coordinated with, and support, the council's own strategies and those of its partners, such as the GLA and TfL.

The policies run across a number of documents and are prepared in compliance with national and London guidance. The policy documents currently include the adopted Hammersmith and Fulham Local Plan (February 2018), the Planning Guidance Supplementary Planning Document (SPD; February 2018), an SPD addressing Climate Change matters, and a range of regeneration area based SPDs.

Over the coming years the council will update its policy documents to include:

- **Local Plan:** this is the plan for the future development across Hammersmith and Fulham. The document sets out planning policies on which planning decisions are made, and includes proposals for new development in the borough. In law this is described as the development plan document or documents (DPDs) adopted under the Planning and Compulsory Purchase Act 2004. Together with the London Plan and any Neighbourhood Plans, this forms the borough's Development Plan. The Government requires the council to review these plans every five years.
- **Supplementary Planning Documents:** the council has prepared a comprehensive Planning Guidance SPD (February 2018) that explains and expands on the policies of the Local Plan in more detail. The council has also prepared a number of regeneration area SPDs, for example the Hammersmith Town Centre SPD.
- **Community Infrastructure Levy (CIL):** this is the statutory charge to be levied on new development. The Council brought its CIL Charging Schedule into effect on 1st September 2015. The CIL operates alongside Section 106 obligations to mitigate the impact of development and provide much needed improvements to community facilities.

- **Neighbourhood Plans:** these are prepared by the local community with technical support from the council where required or requested. After an independent examination and endorsement by a referendum, a neighbourhood plan will become part of the council's Development Plan.

In producing these documents, the council will co-produce with residents, the community sector, councillors and other partners to ensure that all parts of the community are part of the planning process. Co-production is about a new way of doing things together and building a new partnership between the council and the diverse community of Hammersmith and Fulham. This is part of the council's commitment to 'doing things with residents not to them'.

The Town and Country Planning (Local Planning) (England) Regulations 2012

The most recent Regulations that came into force in April 2012 set out the statutory requirements for the production of Local Plans and SPDs. These requirements include criteria for the preparation and publication of a draft local plan, receiving representations, consideration of representations, examination, publication of recommendations and adoption. Throughout these stages of Local Plan production, the council will seek to ensure that issues are considered and that policies are drafted that take full account of equality considerations. As part of this process there will be appropriate community involvement as set out in this document to ensure that all groups have the opportunity to engage in the planning process.

Engagement in the preparation of our planning policy documents

The minimum consultation requirements for local plans and supplementary planning documents are set out in Regulations 18-26 and 12-14 respectively of the Town and Country Planning (Local Planning) (England) Regulations 2012. Other regulations that apply are the Community Infrastructure Levy Regulations 2010 (as amended) and the Neighbourhood Planning (General) Regulations 2012. In addition to these Regulations, the Council has a public sector equality duty under Section 149 of the Equality Act 2010 to have due regard to the need to:

1. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;
2. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
3. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard under the Equality Act 2010 to the need to advance equality of opportunity involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The Equality Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

Because consultation is an exercise of one of the council's functions, it will be taken into account when the council designs consultations. Under the Equality Act 2010, those with protected characteristics (which includes everyone) can expect the council to take their needs into account: Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex (gender) & Sexual Orientation. However, Marriage and Civil Partnership will not normally apply.

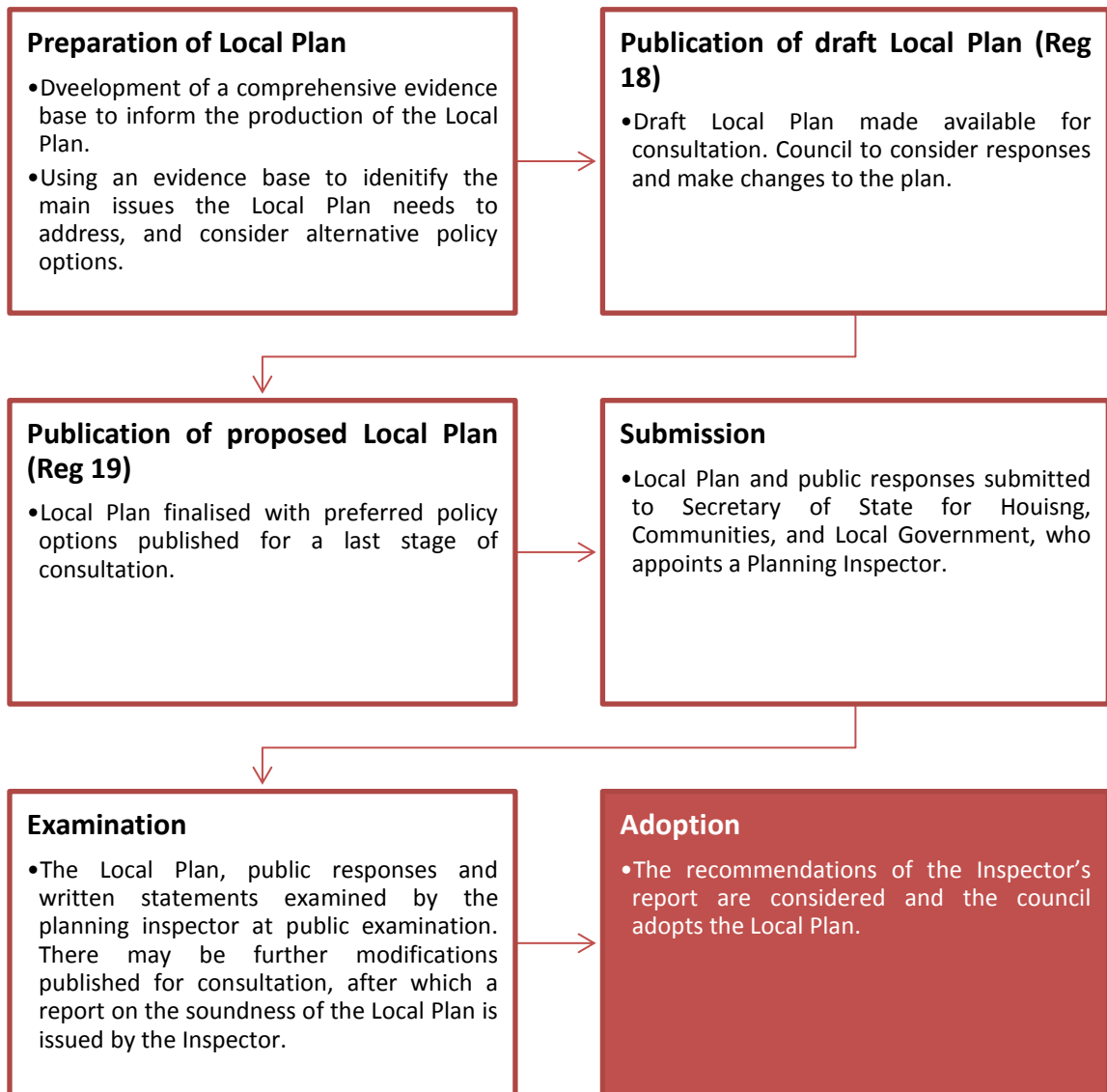
The following sections of the SCI outline how the council will seek to engage the community in the production of these documents. In many cases the council wishes to go beyond the statutory requirements to seek the full and active engagement of all groups within the community, especially "hard to reach groups" that often do not get involved in planning matters. The council wants to give more power to local communities, including engagement in review of the Local Plan.

Local Plan

The council's Local Plan was adopted in February 2018 and is the overarching policy framework guiding how the borough will develop over the next fifteen years. It sets out the key strategic objectives and policies to enable development to come forward in the right place, at the right time and in the right way. The Development Management Local Plan (DMLP) has been prepared to accompany the Core Strategy and ensure that the details of each development proposal are appropriate to their site and its setting and that the appropriate facilities are in place to ensure that new development is sustainable. The DMLP was adopted in July 2013.

The council is required to review the Local Plan every five years in line with legislation. The key steps for this process are set out below in diagram in Figure 3.1:

Figure 3.1: Key stages of the production of the Local Plan.



The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.1:

Table 3.1: Actions and community involvement of the Local Plan.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of Local Plan	<ul style="list-style-type: none"> The council will develop a wide range of evidence to support the Local Plan. Informal consultation with appropriate stakeholders and statutory consultees (as identified in Appendix 6.1) to develop the evidence base and gain early indication of issues. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Member involvement.
	<ul style="list-style-type: none"> The council will initiate talks with the council's Duty to Cooperate partners to identify areas of agreement, disagreement, and/or areas where more information is required. 	<ul style="list-style-type: none"> The Council will produce a Duty to Cooperate document. This will be circulated to statutory consultees and key stakeholders via e-mail/letter. The Council will invite these bodies to make a formal response to this document. The council will conduct meetings (by telephone/video call/person) with key bodies 	<ul style="list-style-type: none"> The cabinet will approve the document prior to publication. General involvement of relevant Portfolio Holders and Leader of the Council.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>to discuss strategic issues identified in the Duty to Cooperate document. If necessary, a Memorandum of Understanding and/or Statement of Common Ground to be signed by the Chief Planner or appropriate Portfolio Holder.</p>	
<p>Publication of draft Local Plan (Reg 18)</p>	<ul style="list-style-type: none"> The Council will publish its emerging options plan (Regulation 18) to give everyone a chance to express their views. This consultation will last at least six weeks. 	<ul style="list-style-type: none"> Key stakeholders, statutory consultees and all who have registered to receive planning updates in the borough will be notified by e-mail/letter about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission. Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the Local Plan. These meetings will inform the production of 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees Residents and local bodies. General public. Professional bodies and organisations. All other interested parties.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>the Regulation 19 Plan.</p> <ul style="list-style-type: none"> • The Regulation 18 stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at council offices and libraries. • Appropriate options for information, consultation, and engagement will be selected from the Menu of Options for Community Involvement contained in Appendix 1. • The council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published within two months of the consultation closing date. 	
<p>Publication of proposed Local Plan (Reg 19)</p>	<ul style="list-style-type: none"> • A formal consultation on the whole document will be undertaken. The consultation 	<ul style="list-style-type: none"> • Key stakeholders, statutory consultees and all who registered their interest on the 	<ul style="list-style-type: none"> • Cabinet will approve all documentation prior to publication for

Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>period will last at least six weeks.</p>	<p>Local Plan database will be notified by e-mail/letter about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission.</p> <ul style="list-style-type: none"> • The Regulation 19 stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at council offices and libraries. • Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the Local Plan. These meetings will inform the production of a Memorandum of Understanding which will be signed by heads of planning 	<p>consultation.</p> <ul style="list-style-type: none"> • Statutory consultees • Residents and local bodies. • General public. • Professional bodies and organisations. • All other interested parties.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>and appropriate portfolio members.</p> <ul style="list-style-type: none"> • Appropriate options for information, consultation, and engagement will be selected from the Menu of Options for Community Involvement contained in Appendix 1. • The council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published within two months of the consultation closing date. 	
Submission	<ul style="list-style-type: none"> • The Council will submit its finalised plan for submission to the Secretary of State (SoS). This plan will be identical to the Regulation 19 Plan that was consulted on. • Relevant supporting information will also be submitted, including an evidence base used to inform the production of the Plan and 	<ul style="list-style-type: none"> • Key stakeholders, statutory consultees, and all who registered an interest in the Local Plan will be notified that this stage has been reached. The letter/e-mail will provide information on the next steps in the plan process. • Submission of the document to the Secretary of State will be advertised publicly in local 	<ul style="list-style-type: none"> • The Cabinet will approve the submission Plan and all other documentation to be submitted to the Secretary of State.

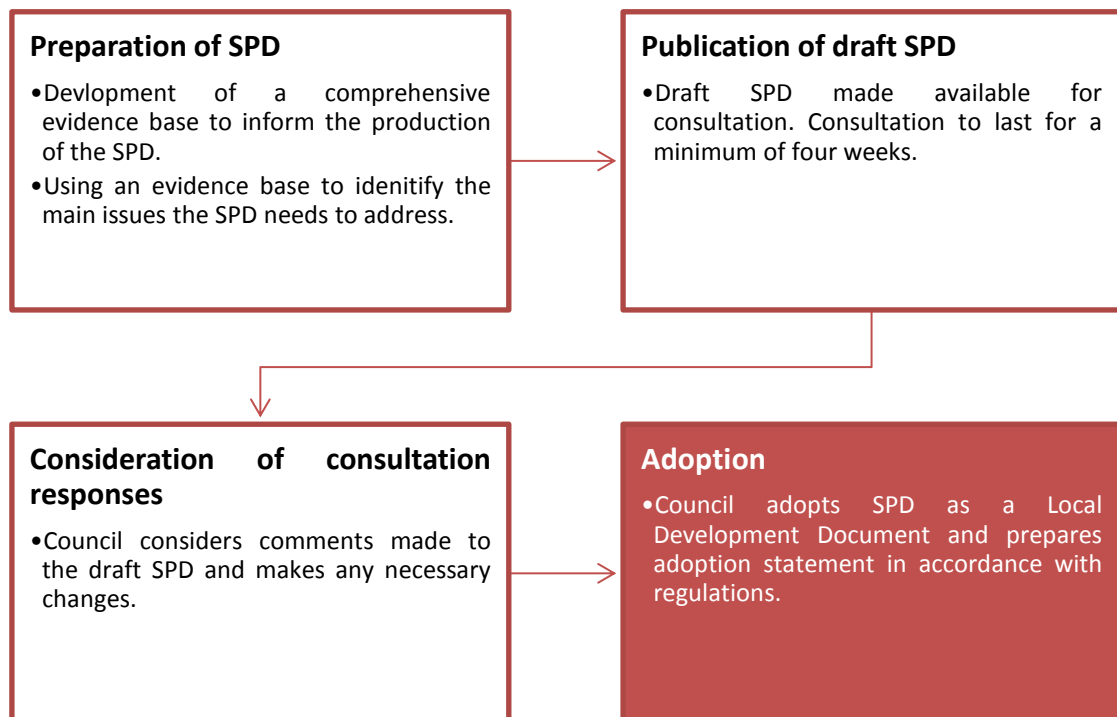
Production stage	Actions to be taken	When and how	Consultation and community involvement
Examination	<p>consultation responses to the Regulation 19 consultation.</p> <ul style="list-style-type: none"> The council will inform key stakeholders, statutory consultees and all who registered interest on the Local Plan database about the examination dates and procedures. 	<p>press, and on the council's website.</p> <ul style="list-style-type: none"> Publicity relating to the examination will be published in the local press, on the Council's website, and through email/letter to all key stakeholders, statutory consultees, and all who registered an interest in the Local Plan. Notices will also be displayed at Council offices, and local libraries. The council will publicise details of the hearing sessions at least 6 weeks before they are scheduled to take place using the methods detailed above. 	<ul style="list-style-type: none"> The Council will facilitate community involvement in the examination as requested by the Programme Officer and/or Inspector.
Adoption	<ul style="list-style-type: none"> The Council will receive the Inspector's report which may recommend modifications. The Inspector's report on the plan will only be issued once the main modifications document has been publicly consulted on and the Inspector has had the 	<ul style="list-style-type: none"> Where a main modifications consultation is necessary, this will follow the same procedure as the Regulation 19 consultation. The Inspectors Report will be made available to view on the Council's website as soon as 	<ul style="list-style-type: none"> The Local Plan will be adopted at a meeting of Full Council.

Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>opportunity to consider the representations on these. The Inspector's report is binding on the Council.</p> <ul style="list-style-type: none"> The council will be free to choose whether they adopt the plan or resubmit a new one. 	<p>is reasonably practicable following receipt. Hard copies will also be available at council offices, the Borough's and the local libraries.</p> <ul style="list-style-type: none"> Following adoption a formal adoption statement will be sent to key stakeholders, statutory consultees and all who asked to be notified on the Local Plan database. 	

Supplementary Planning Documents

Supplementary Planning Documents (SPDs) add detail to, and further explain, the policies and proposals set out in the Local Plan, without adding new policy. Consultation for these documents normally involves publishing a draft for comment and using the comments received in producing the final version. It may on occasion be appropriate for preliminary consultation to take place, depending on the scope and level of complexity of the SPD being prepared. Where SPDs are area based, for example in opportunity areas, the council will target the community in those areas, and where they are topic based the council will target any groups that are particularly affected. The key stages for a SPD is shown below in Figure 3.2:

Figure 3.2: Key stages of the production of an SPD.



The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.2:

Table 3.2: Actions and community involvement in the production of an SPD.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of SPD	<ul style="list-style-type: none"> The Council will develop a range of evidence to support the SPD. Developing the evidence base will involve informal consultation with statutory consultees and key stakeholders as appropriate. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Key stakeholders Member involvement.
Publication of draft SPD	<ul style="list-style-type: none"> The council will produce a draft version of the SPD. The document will be formally consulted on for a period of at least 4 weeks. 	<ul style="list-style-type: none"> Key stakeholders (these will vary dependent on the SPD subject matter), statutory consultees, relevant mailing list organisations, and the general public. All consultees will be notified by letter and/or e-mail about the publication of the draft SPD. The letter/e-mail will contain information about 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees. Residents and local bodies. General public. Professional bodies and organisations. All other interested

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>where the document can be viewed, how comments can be made and when the deadline is for submission.</p> <ul style="list-style-type: none"> This stage will be advertised in the local press, and on the council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries. 	<p>parties.</p>
<p>Consideration of consultation responses</p>	<ul style="list-style-type: none"> The council will consider responses to the consultation and make changes to the document as appropriate. Where changes to the document are considered major, the council will undertake further consultation. 	<ul style="list-style-type: none"> The council will publish a report which summaries the comments made on the SPD, changes which have been made to the document. 	<ul style="list-style-type: none"> N/A
<p>Adoption</p>	<ul style="list-style-type: none"> The council will be free to adopt the finalised SPD. All SPDs will be formally adopted by the council following a vote by the Planning and 	<ul style="list-style-type: none"> The final SPD will be published on the Council's website. Hard copies will be made available at the Council Offices, and the Local 	<ul style="list-style-type: none"> SPD to be adopted by Planning and Regulatory Committee.

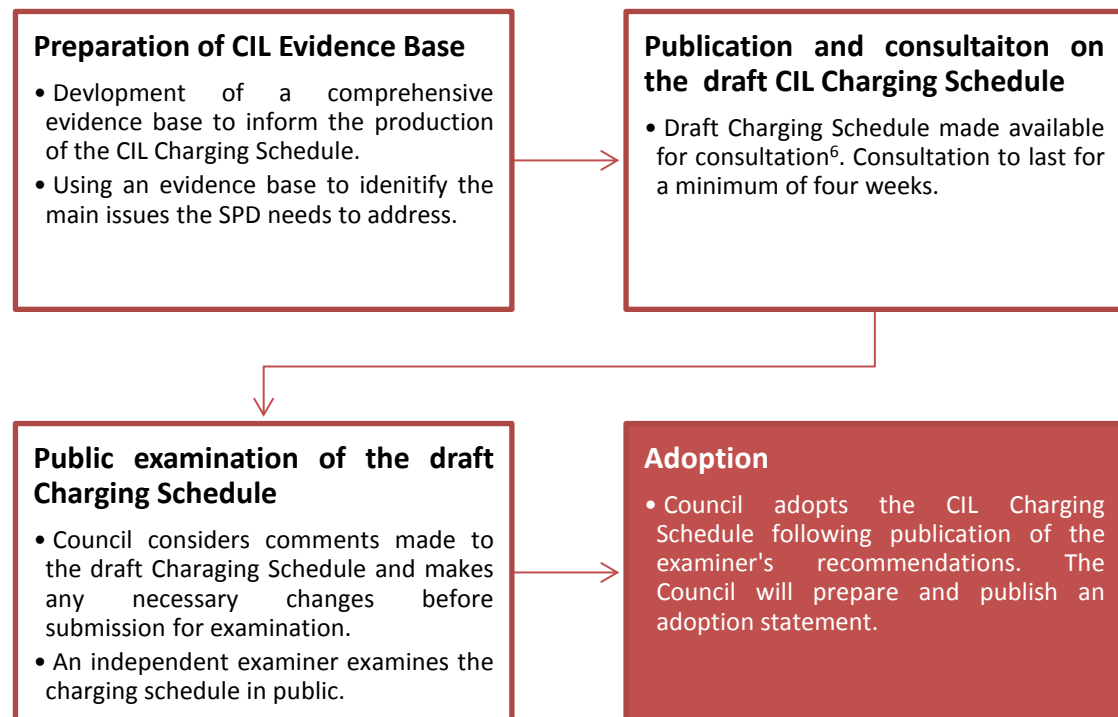
Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>Regulatory Committee.</p> <ul style="list-style-type: none"> The council will publish an adoption statement. 	<p>Libraries.</p> <ul style="list-style-type: none"> All relevant statutory consultees and all consultation participants will be sent the adoption statement via letter/e-mail within 10 working days of adoption. The adoption statement will be published on the council website in local press. 	

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008, as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. It allows local authorities to raise funds from owners or developers of land undertaking new building projects in support of development in their area.

London Borough of Hammersmith and Fulham Council's Community Infrastructure Levy (CIL) Charging Schedule² became effective on 1 September 2015. The Council will review the Charging Schedule in due course. The stages for the preparation and review of CIL is shown below:

Figure 3.3: Key stages of the production of the Community Infrastructure Levy.



The actions that the council will take whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.3.

² <https://www.lbhf.gov.uk/planning/planning-policy/community-infrastructure-levy-cil>

⁶ The Council is no longer required to consult on a preliminary draft charging schedule (PDCS) as per [The Community Infrastructure Levy \(Amendment\) \(England\) \(No2\) Regulations 2019](#)

Table 3.3: Actions and community involvement in the production of the Community Infrastructure Levy.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of CIL Schedule	<ul style="list-style-type: none"> The Council will develop a range of evidence to support the CIL Schedule. Developing the evidence base will involve informal consultation with statutory consultees and key stakeholders as appropriate. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Key stakeholders Member involvement.
Publication of draft CIL Schedule	<ul style="list-style-type: none"> The council will produce a draft version of the SPD. The document will be formally consulted on for a period of at least 4 weeks. 	<ul style="list-style-type: none"> Key stakeholders, statutory consultees, relevant mailing list organisations, and the general public. All consultees will be notified by letter and/or e-mail about the publication of the draft Schedule. The letter/e-mail will contain information about where the document can be 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees. Residents and local bodies. General public. Professional bodies and organisations.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>viewed, how comments can be made and when the deadline is for submission.</p> <ul style="list-style-type: none"> This stage will be advertised in the local press, and on the council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries . 	<ul style="list-style-type: none"> All other interested parties.
Consideration of consultation responses	<ul style="list-style-type: none"> The council will consider responses to the consultation and make changes to the document as appropriate. Where changes to the document are considered major, the council will undertake further consultation. 	<ul style="list-style-type: none"> The council will publish a report which summaries the comments made on the CIL Schedule, changes which have been made to the document. 	<ul style="list-style-type: none"> N/A
Adoption	<ul style="list-style-type: none"> The council will be free to adopt the finalised CIL Schedule. The CIL Schedule will be formally adopted by the council following a vote by the 	<ul style="list-style-type: none"> The final CIL Schedule will be published on the Council's website. Hard copies will be made available at the Council Offices, and the Local 	<ul style="list-style-type: none"> Notice to those who requested to be notified of the approval of the Charging Schedule.

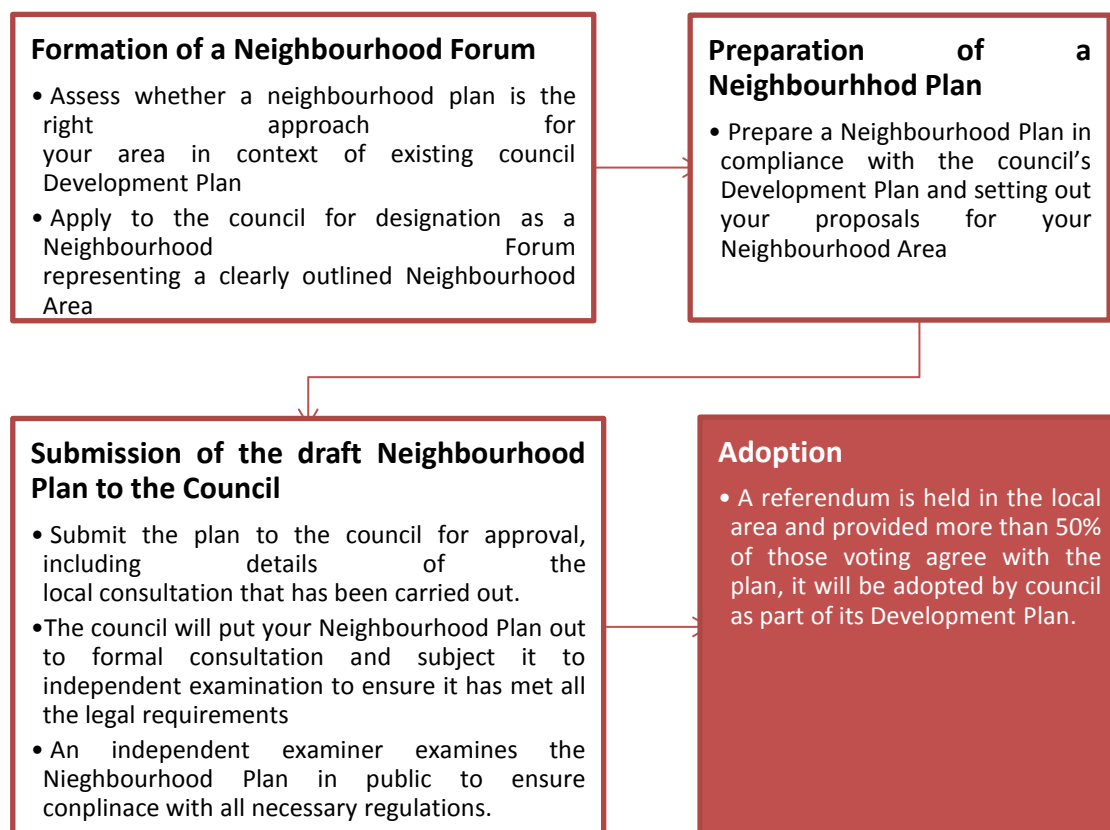
Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>Planning and Regulatory Committee.</p> <ul style="list-style-type: none"> The council will publish an adoption statement. 	<p>Libraries.</p> <ul style="list-style-type: none"> All relevant statutory consultees and all consultation participants will be sent the adoption statement via letter/e-mail within 10 working days of adoption. The adoption statement will be published on the council website in local press. 	

Neighbourhood Planning

The Localism Act 2011 (Part 6, Chapter 3) allows for the preparation of neighbourhood plans. Whilst previously all development plans were produced by the council, designated community groups as part of a designated Neighbourhood Forum in a clearly demarcated Neighbourhood Area now have the opportunity to prepare their own Neighbourhood Plan. This document allows communities to establish general planning policies complementary to those of the council's Local Plan that help shape the growth and development of the designated area. The government has also produced Neighbourhood Planning Regulations setting out the national requirements for neighbourhood planning.

Once a neighbourhood plan or order has been prepared, an independent examiner will check to ensure that it meets the right basic standards. Neighbourhood Plans or Orders will also be subject to a community referendum – adoption will only occur when 50% of people voting are in support of the plan or order.

Figure 3.4: Key stages of the production of the Community Infrastructure Levy.



Consultation requirements for a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012 and the Amendment to the Regulations which came into effect in 2015. The council recommends that

any Neighbourhood Forum preparing a Neighbourhood Plan consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan. If an application for a neighbourhood area also falls within the area of an adjoining borough it will be particularly important for sufficient time to be given for effective publicity arrangements to be put in place (see also Amendment Regulations).

The procedure that the council will take throughout the stages of preparation of a Neighbourhood Plan is set out in the Regulations. This does not preclude support on a more informal basis that the council is required to offer once the neighbourhood area is designated. Ways in which the council will assist in supporting the development of a neighbourhood plan are:

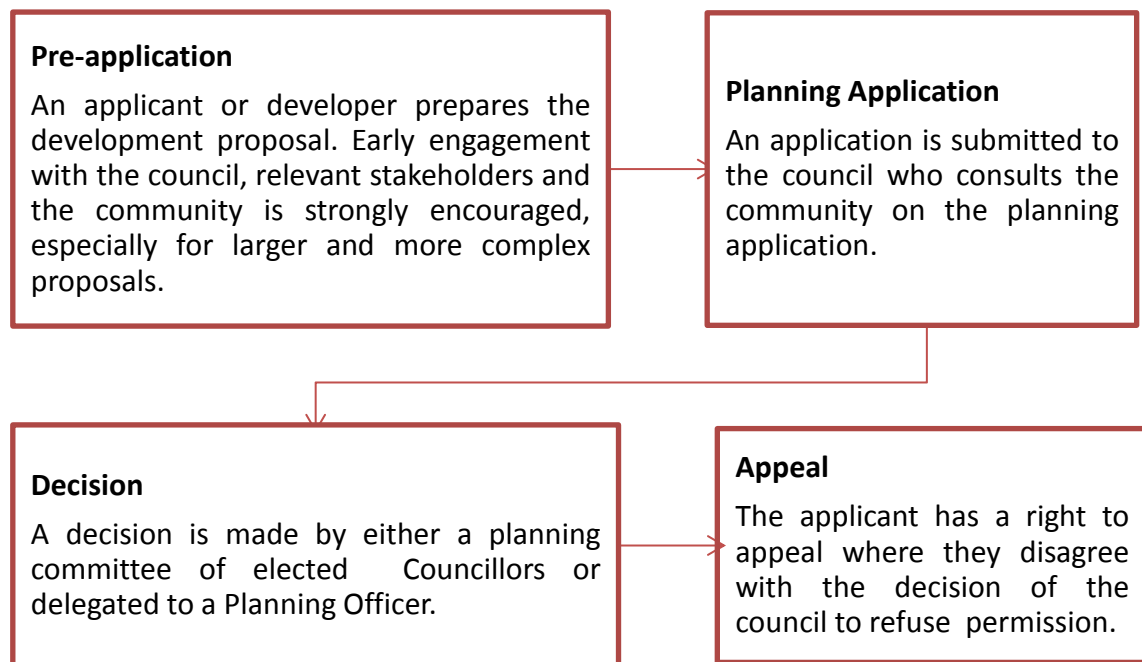
- Make data and maps available for the evidence base;
- Identify key local strategic policies and advising on other policy/guidance as relevant;
- Sharing key contacts and other interested stakeholders;
- Help in arranging consultation engagement activities;
- Providing technical support, such as assistance with layout and illustration of the plan;
- Reviewing and making suggestions on writing plan policies; and
- Providing officer advice for neighbourhood forums or more informal working groups.

4. Consulting on Planning Applications

The council will take a positive and pro-active approach to engaging the community and applicants in the planning process. This will include engagement with established community network organisations such as Action on Disability (H&F Disability Forum) and appropriate engagement will take place before an application has been submitted, as well as during the formal application process.

The council receives approximately 3,000 applications of varying sizes and types for formal determination each year. These are determined against national and local planning policies, including the Local Plan. Applications are determined in accordance with the development plan unless material considerations indicate otherwise. There are four key stages to the planning application process set out below.

Figure 4.1: Stages of the planning application process.



Pre-application Consultation

It is expected that developers for all major schemes will engage fully with both the council and residents to discuss proposals at an early stage before the submission of any planning applications. Early discussions with all sections of

the community can help avoid problem areas and improve the quality and acceptability of a planning application.

The council offers a pre-application advice service. However, advice given is without prejudice to future decisions of the council. Where necessary, internal and external consultees may be asked for their comments on proposals. The council is not required to engage with or consult the local community on pre-application advice applications. Applicants are strongly encouraged to make full use of the council's pre-application advice service. This means that applicants are likely to:

- avoid costly mistakes and save time;
- understand the council's policies and specialist areas that apply to the development;
- identify potential problems early on and identify solutions; and
- get advice on how a scheme might be improved.

Applicants for major schemes will be expected to engage with the community. There are a number of ways in which this can be undertaken, however it is expected that as a minimum applicants will use the following methods, where appropriate:

- **Public exhibitions** - these are run by the applicant and typically give residents the opportunity to see and comment on emerging proposals. The council does not play a role in public exhibitions and consultations, but will seek to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all.
- **Planning Forums** - these are organised by the council. Representatives from local resident and amenity groups, and community network organisations, and ward councillors are invited to participate in a round table discussion with the applicants, facilitated by an independent chair person. Planning forums enable local resident groups and others to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved. The council's planning officers do not participate in the discussion or give a view as to the acceptability of the proposals.
- **Inclusive Design Review Panel** – the panel is independent but organised by the council. The panel is made up of disabled residents with lived experience of facing barriers when accessing housing, public buildings and open space. Applicants can be requested to be referred to the panel for comments who will make suggestions about how schemes could be improved. The council's planning officers do not participate in the discussion or give a view as to the acceptability of the proposals.

Engagement and consultation at the pre-application stage does not remove the need for involvement and scrutiny of any subsequent planning application.

Planning Applications

The scope and extent of community involvement that is possible in an individual planning application will vary according to the significance and scale of the proposal.

The council encourages applicants to prepare a statement setting out how it will involve the whole community in line with the principles of the SCI. The results of any community consultation should be made available to the council to assist in understanding local views and identifying particular areas of concern raised by residents. The results should normally be made available by the applicant to residents, so that they can see how their comments were considered.

The council cannot refuse to accept a valid application because it disagrees with the way in which an applicant has consulted the community. However, applicants are advised to engage with the community as thoroughly as possible.

The council will consult the community on every planning application prior to making a decision. Minimum requirements for how people are notified of planning applications are set down in legislation and explained in table 4.1 below. When the Council receives a valid planning application we will notify all the neighbouring properties that directly adjoin the application site and post a site notice nearby as a minimum.

Table 4.1: Notification methods for Planning Applications.

Notification Method	Statutory?	Comment
Site Notice	Yes ³	<p>Notices are displayed in a public place at or near the application site. They contain:</p> <ul style="list-style-type: none"> • the application reference, site address and applicant details; • details of the proposal; • the reason for the notice; • where plans can be viewed; and, • how you can comment on the application. <p>One or more notices may be displayed depending on the size and location of the proposed development. The notice is usually displayed for 21 days. However, this may be extended for more contentious and major applications.</p>
Letter	Yes ⁸	<p>We will notify all the neighbouring properties that directly adjoin the application site for minor applications. For major applications, we will notify properties within a larger radius depending on the proposal.</p>
Website	Yes	<p>The council's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria, track the progress of applications and submit comments online.</p>
Weekly list of applications	No	<p>The council publishes a list of applications received in a particular week on the website.</p>
Press notice	Yes	<p>A notice is placed every week in a local newspaper for the following types of applications:</p> <ul style="list-style-type: none"> • major applications; • listed building consent; • developments affecting the character or appearance of a

³ The statutory requirement for planning applications is for either a site notice or letter. Applications in or near to conservation areas and those that affect listed buildings must be publicised in the local press and by displaying a site notice at or near the application site.

Notification Method	Statutory?	Comment
		conservation area;

Each application has an initial consultation period of 21 days. In some cases, the consultation period may be extended or new periods of consultation undertaken at the discretion of the case officer. For some exceptionally large schemes, the council may also produce a specific web page with information, and updates, as well as a link to the consultation page.

When deciding applications, these will be decided in line accordance with the council's Scheme of Delegation. There are two ways in which applications can be determined:

1. By officers under delegated powers; or,
2. By members of the Planning and Regulatory Committee.

Regardless of how the decision is made, the consultation arrangements and application of planning policy is the same whichever route is chosen.

Once an application has been determined, a copy of the planning decision notice will be sent to the applicant. The council is required to send notification of the decision to all third parties who have made representations, in accordance with statutory requirements. The council will also make the decision available to view online along with the accompanying officer report.

Appeals

When the council has been notified of an appeal by the Planning Inspectorate, it will notify all interested parties of the appeal and provide a copy of all comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, the council will also notify all interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements. The venue will be accessible.

The table below sets out the council will consult on different types of appeal.

Table 4.2: Process and actions for community involvement in planning appeals.

Stages	Written Representations	Informal Hearings	Public Inquiries
<p>What will the council notify you of and how?</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p> <p>Interested parties will also be notified of the date and venue of the hearing at least 2 weeks before the hearing.</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p> <p>Interested parties will also be notified of the date and venue of the Inquiry (which will be accessible to all) at least 4 weeks before the Inquiry.</p>
<p>What can you comment on and how?</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate.</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the informal hearing by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the Inquiry by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector</p>

		views the application site from your property if you wish.	views the application site from your property if you wish.
How long do you have to comment?	You have 6 weeks from the start date of the appeal process to make your comments.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the hearing, the Inspector will invite you to speak during the hearing.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the Inquiry, the Inspector will invite you to speak during the inquiry.
What will happen to your comments?	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.
When will the decision be made and how will you be notified?	The Inspectorate aims to issue a decision within 5 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspectorate aims to issue a decision within 7 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspector will indicate a likely timescale for the decision at the end of the Inquiry and the decision will be made available on the Appeal pages of the planning portal website.

Planning Enforcement

Planning enforcement describes the processes involved in ensuring that people comply with planning law and requirements of a planning permission. Effective planning enforcement is essential if stakeholders and residents are to have confidence in the council's Local Plan. The Council published its Local Enforcement Plan in June 2018⁴. This explains the approach the council will take in relation to breaches of planning rule.

The majority of cases arise through referrals from the public and local communities are essential to the council's success. Anyone who thinks that development may have been undertaken without planning permission or has been undertaken or operated outside of planning permission, can report the development to the council's Planning Enforcement Team for investigation. Up-to-date details of how to report can be found online⁵.

Investigations into planning breaches are confidential, so the process involves little or no public consultation. Where a breach of planning control is reported, this will be investigated by an Officer who will assess the complaint, gather evidence, and establish what, if any, the most appropriate course of action should be. Where investigations result in the submission of a planning application in an attempt to regularise a breach, the community can become involved through the planning application process described above. If the breach cannot be regularised, the council will consider formal enforcement action. The council will endeavour to inform the complainant of the outcome of the council's investigation.

4

https://www.lbhf.gov.uk/sites/default/files/section_attachments/local_enforcement_plan_approved_by_cabinet_10_sept_2018.pdf

⁵ [How to report a planning control breach | London Borough of Hammersmith & Fulham \(lbhf.gov.uk\)](https://www.lbhf.gov.uk/how-to-report-a-planning-control-breach)

5. Assessment and Monitoring

The purpose of this document is to ensure that the most effective techniques are being used to deliver the optimum levels of community involvement and that all groups in the community have the opportunity to get involved in planning policy and planning decisions. As such, it will be important for the council to assess the effectiveness of the SCI periodically and monitor the success rates of the various methods being used. This will be carried out through the analysis of feedback to consultation on policy and applications.

The council is required to reviewing the SCI at least every five years from the time of adoption to ensure that it is up to date and reflects current legislation and best practice⁶. Should significant changes be made to national legislation which no longer apply to elements of the SCI, the council will endeavour to update the SCI as soon as possible.

⁶ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Appendix 1

Menu of Options for Community Involvement

INFORMATION	Method	Examples	Useful for...
	Media	Publicity in local newspapers and magazines	<ul style="list-style-type: none"> • Raising awareness. • Reaching wide audience • Publicising how to get involved.
	Internet	Council website, email newsletter, social media accounts.	<ul style="list-style-type: none"> • Up-to-date information about progress and how to get involved. • Access to documents to meet minimum requirement.
	Leaflets and Posters	Mailing leaflets, flyers, posters and billboards.	<ul style="list-style-type: none"> • Raising awareness. • Reaching wide audience • Publicising how to get involved.
	Letters (Statutory Bodies)	Mailing letters containing relevant information to statutory bodies requesting comments.	<ul style="list-style-type: none"> • Necessary to meet statutory requirements.
	Mailing List	Mailing letters containing relevant information to persons and organisations wishing to be notified.	<ul style="list-style-type: none"> • Keeping people up to date on key stages and how to get involved.
	Documents	Available to view in person and online. Available to comment on via the Council's website.	<ul style="list-style-type: none"> • Meeting minimum requirements in allowing everyone the opportunity to comments on draft documents.

CONSULTATION	Method	Examples	Useful for...
	Letters (Statutory Bodies)	Mailing letters of consultation to statutory bodies requesting comments.	<ul style="list-style-type: none"> Necessary to meet statutory requirements.
	Mailing List	Mailing letters of consultation persons and organisations wishing to be notified.	<ul style="list-style-type: none"> Ensuring that people and organisations have an opportunity to partake in the consultation.
	Documents	Available to view in person and online. Available to comment on via the Council's website.	<ul style="list-style-type: none"> Meeting minimum requirements. Allowing everyone the opportunity to comments on draft documents.
	Questionnaires and Surveys	Paper and online questionnaires.	<ul style="list-style-type: none"> Early input into policy documents. Most effective if carefully targeted at specific bodies rather than a blanket approach.

ENGAGEMENT	Method	Examples	Useful for...
	Workshops and Focus Groups	In person and online topic focused workshops and focus groups.	<ul style="list-style-type: none"> Involving key stakeholders in the preparation of plans, documents and technical studies.
	Exhibitions	In person drop-in events with small displays.	<ul style="list-style-type: none"> Involving members of the public (particularly those that might not be engaged through public meetings) in the preparation of plans, documents and technical studies.
Public meetings	In person and online events that members of the public sign up to attend.	<ul style="list-style-type: none"> Involving members of the public in the preparation of plans, documents and technical studies. 	

Appendix 2

Planning Policy Document Information Points

Hammersmith Town Hall Extension, 1st floor: Reception Desk/Duty Officer,
King Street, London W6 9JU.

Public reference libraries, namely:

- Hammersmith Library, Shepherds Bush Road, London, W6 7AS
- Fulham Library, 598 Fulham Road, London, SW6 5NT
- Shepherds Bush Library, 6 Wood Lane, London W12 7BF

Appendix 3

Consultation Bodies and Communication Methods

Categories of general consultation bodies*

Amenity and environmental organisations

Representing people with an interest in planning, conservation and environmental sustainability issues in the borough or parts of it (including parks). Examples include: The Hammersmith Society, Hammersmith and Fulham Historic Buildings Group, Friends of Parks Groups and Hammersmith and Fulham Friends of the Earth.

Business organisations operating in the borough

Representing businesses within particular areas or with a common type of business, including the development industry, major land owners and registered social landlords.

Community organisations and networks

Representing people from black and minority ethnic communities, people of a age, gender or gender orientation, faith groups, disabled people and refugees. There is a well developed Community and Voluntary Sector Network of area and community of interest forums in the borough.

Special interest organisations

Representing people with a common interest in topics such as sport or other activities. Examples include: the West London River Group.

Tenants' and Residents' Associations

Representing the broad interests of tenants and residents within estates, streets, small areas or wards. Examples include: Stamford Brook Residents Association.

* See also Town and Country Planning (Local Planning) (England) Regulations 2012.

How we will communicate

Letters

We will send letters by post or hand deliver door to door where this is appropriate in small areas. Where there are issues directly affecting people in specific areas of the borough (e.g. individual sites/streets/estates) we will use targeted methods of notification, such as direct mailing or door-to-door delivery. For planning applications, or pre-application consultation, the extent of notification will vary depending on the nature of the application and the

likely extent of its impact. The council will seek to notify those people or organisations that have previously made representations on a site or application.

E-alerts

You can sign up to the council's e-alerts and receive news of submitted planning applications. You can specify a search area and, when the council receives a planning or licensing application in that area, you will receive an email of it.

Email

If you tell us that you would prefer to be contacted and receive information on planning policy matters by email, we will use that method.

Council website

Wherever possible we will use electronic methods for providing information alongside a hard copy. We will use the website to provide more information for the Local Plan with copies of written documents and summaries.

Local newspapers

In accordance with the Regulations, public notices will be placed in local newspapers concerning consultation on the Local Plan and planning applications. Press releases will also be issued where appropriate.

Information points

For Local Plan consultation, we will aim to use venues that are accessible, such as borough libraries and Town Hall to distribute information about the process and copies of documents (see Appendix 2). Where appropriate we will provide information at locations such as schools, colleges, doctors' surgeries, faith centres, shopping centres and other community meeting places.

Partner websites

We will, where appropriate, invite partners such as the Hammersmith and Fulham Clinical Commissioning Group and Registered Social Landlords to have links to our website for the Local Plan process.

Using accessible formats

It may often be important to make summaries of relevant information available in accessible formats, for example: audiotape, Braille, large print versions, hard copies for those without Internet access and summaries in another language. Using interpreters and signers at meetings may be appropriate. Where public meetings, exhibitions, workshops and other methods of community engagement are arranged, these will be in accessible buildings in safe locations and at convenient times.

Quantitative methods

Opinion surveys

These are surveys designed to obtain views on a particular subject, normally from a representative sample of the population. For example, as part of the evidence gathering process for the Core Strategy we carried out a major survey of residents' views on shopping in the borough. General surveys of satisfaction with council services are carried out regularly and can identify issues to be dealt with in the development plan process. Opinion surveys can be useful for pre-application consultations but need to be carried out carefully to avoid bias. The time it takes to carry out these surveys normally makes them unsuitable for consideration of planning applications.

Qualitative methods

Exhibitions

These are most useful when explaining particular development proposals at a pre-application stage or dealing with local planning proposals. They can be used effectively with drop-in sessions where officers are available to deal with ad-hoc queries. Small displays at information points and centres can alert passing members of the public to proposals. Exhibitions may also be held by developers as part of a pre-application consultation.

Workshops and focus groups

These are methods of engaging with a smaller number of stakeholders or community representatives to explore particular planning issues in more depth than is often possible at a general public meeting. We will use these as part of consultation on the local development plan documents. They may also be useful in the early stages of discussion on development proposals at pre-application stage, but not when schemes have been finalised as part of a planning application.

Public meetings

Public meetings can sometimes be effective ways of providing an introduction to particular proposals. However, there are limits to their effectiveness in gauging a wide range of opinion on all relevant issues, or engaging sufficiently wide community representation. They are not normally suitable for in depth discussions. Public meetings could be held as part of the consideration of some very major planning applications at the pre-application stage to inform people about proposals and to enable clarification, but it is for the applicant to present their proposals.

Community Initiatives

These could include local evidence or survey work carried out by local communities and interest groups.

Glossary

CIL: The Community Infrastructure Levy (CIL) is a new power which enables a charge to be levied on the net increase in gross internal area floorspace arising from development in order to fund infrastructure that is needed to support development in the area.

Development plan: as set out in Section 38(6) of the Act, a London local authority's development plan consists of the London Plan and the Development Plan Documents contained within its Local Plan and any neighbourhood plans.

Development plan documents: spatial planning documents that are subject to independent examination, and together with the London Plan, will form the development plan for the borough for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans(where needed). Other Development Plan Documents, including Development Management Policies, can be produced. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Development management policies: these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a stand alone document.

Issues and Options: produced during the initial stage of the preparation of Development Plan Documents.

Local development document: the collective term for Development Plan Documents and Supplementary Planning.

Local development framework: the name previously used for the portfolio of Local Development Documents. It consisted of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

Local development scheme: sets out the programme for preparing Local Development Documents.

Local strategic partnership: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Local Plan: The Local Plan consists of Development Plan Documents drawn up by the Local Planning Authority to guide the future development of the local area. It also consists of Neighbourhood Plans for Neighbourhood Areas, where these have been examined and approved at referendum.

London Plan: the Spatial Development Strategy for London. The Plan came into effect in February 2004 and set out an integrated social, economic and environmental framework for the development of London for 15-20 years. The most recent iteration was adopted in July 2011, which provides the London wide context within which individual boroughs set their local planning policies as part of their Development Plan.

Neighbourhood Plan: A Neighbourhood Plan is prepared by a designated Neighbourhood Forum (or parish or town council) for their Neighbourhood Area. It sets out the policies for development and use of land for all or part of the neighbourhood area. Neighbourhood plans are subject to examination and referendum, after which they are adopted as part of the Development Plan for the local area. As such, they must be in conformity with the council's Local Plan.

Planning Inspectorate: is a government body whose main work involves processing planning and enforcement appeals and holding inquiries into local development frameworks.

Planning Portal: A national website that offers a wide range of services and guidance on the planning system advising on planning permission, online planning applications, planning appeals and how the planning system works (see <http://www.planningportal.gov.uk/>).

Planning Obligations: Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes called "Section 106" agreements or Planning Agreements.

Proposals map: the adopted proposals map illustrates on a base map all the policies contained in Development Plan Documents. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area.

The Regulations: Town and Country Planning (Local Planning) (England) Regulations 2012.

Supplementary planning documents: provide supplementary information in respect of the policies in Development Plan Documents and may take the form of design guides, development briefs, master plans or issue based documents that supplement the policies in a DPD. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability appraisal: tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents.