

London Borough of Hammersmith and Fulham
**Revised Statement of Community
Involvement in Planning**

November 2015

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1 Explanatory Note

1.1 This Statement of Community Involvement (SCI) in Planning was subject to public consultation carried out from February to April 2015. The SCI was prepared under the terms of the Planning and Compulsory Purchase Act 2004 and updates the earlier 2013 document. It takes 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 2012.

1.2 The SCI was adopted by Cabinet on 2nd November 2015. The document may be seen at the locations outlined in Appendix 2 and on the Council's website.

1.3 The SCI can be made available in alternative forms, including Braille, easy read, large print and audio. If you require the document in an alternative format please contact us:

by email to SCI@lbhf.gov.uk or by letter to:

Development Plans Team
Planning and Growth
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1 Explanatory Note

2 Introducing our Statement of Community Involvement

Why you should get involved in planning?

2.1 Hammersmith and Fulham is a dynamic London borough undergoing significant change, from the South Fulham Riverside through to the Old Oak Opportunity Area in the north of the borough, and planning for that change affects us all in many ways. It is about recognising the need for change and managing it in a way that can achieve the sustainable, safe and quality environment that ensures there are jobs, housing for all and the facilities that people need in accessible places.

2.2 Planning is also about ensuring that development respects the local heritage and townscape and takes account of the impact on the local area and the people living and working there. The Planning Division of the Planning and Growth Department is responsible for planning functions, including developing the plans and policies to guide development as well as determining planning applications. The council wants to engage all the borough's communities to ensure they have the widest level of opportunity to participate in its planning work, particularly at a time when it is pursuing a strategy for growth and regeneration. The council recognises that often those most affected by development are also those who know most about their local neighbourhood and can offer detailed local knowledge to help deliver the best policies and most appropriate development for the borough. It is therefore important for the council to hear from, and involve, all groups within the community.

The purpose of this SCI document

2.3 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

2.4 The council has identified 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:

Table 2.1: Core principles for community involvement

- Aiming to hear a full range of views
- Ensuring an inclusive approach
- Being clear about the consultation process
- Clearly communicating information and opportunities for discussion
- Enabling straightforward interaction
- Respecting and valuing comments
- Making the most of information technology
- Ensuring feedback and continuity

2 Introducing our Statement of Community Involvement

- Responsible resourcing
- Monitoring effectiveness

A Duty to co-operate

2.5 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 Consultation on Planning Policy

3.1 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

3.2 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.

3.3 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 Core Strategy (October 2011), the Development Management Local Plan Document (DMLP July 2013), the Planning Guidance Supplementary Planning Document (SPD July 2013) and a range of regeneration area based SPDs, for example the White City Opportunity Area Planning Framework (October 2013).

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

- **Local Plan:** this is the plan for the future development of the borough. In law this is described as the development plan document or documents (DPDs) adopted under the Planning and Compulsory Purchase Act 2004. The Local Plan currently consists of the Core Strategy (October 2011) and the Development Management Local Plan (July 2013). The council is working towards merging these documents into a single comprehensive Local Plan which, together with the London Plan and any Neighbourhood Plans, will form the borough's Development Plan.
- **Supplementary Planning Documents:** the council has prepared a comprehensive Planning Guidance SPD (July 2013) 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 White City Opportunity Area SPD.
- **Community Infrastructure Levy (CIL):** this is the statutory charge to be levied on new development, for which the council has prepared a draft charging schedule (DCS 2014) that was consulted on between 22 August and 3 October 2014. When the CIL is finalised and adopted, it will operate alongside Section 106 obligations. The CIL is scheduled to be adopted in 2015.
- **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.

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

3.5 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

3 Consultation on Planning Policy

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

3.6 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.

3.7 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

3.8 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.

3.9 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.

3.10 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.

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Local Plan

3.11 The council's Core Strategy was adopted in October 2011 and is the overarching policy framework guiding the vision of how the borough will develop over the next twenty 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.

3.12 The council is working toward merging the Core Strategy and DMLP into a single Local Plan document. In carrying out this task, and in preparing any other planning document that will become a part of the Local Plan, the key steps will be as set out below:

Preparation of Local Plan

Identify main issues the Local Plan needs to address and consider alternative policy options.

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Publication of proposed Local Plan

Local Plan finalised with preferred policy options published for a last stage of consultation.

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Submission

Local Plan and public responses submitted to Secretary of State for Communities and Local Government, who appoints a Planning Inspector.

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Examination

The Local Plan, public responses and written statements examined by the planning inspector at public examination. There may be further modifications published for consultation, after which a report on the soundness of the Local Plan is issued by the Inspector.

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Adoption

The recommendations of the Inspector's report are considered and the council adopts the Local Plan.

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3 Consultation on Planning Policy

3.13 The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out in table 3.1.

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Table 3.1: Key stages and community involvement on the Local Plan

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
What happens at this stage and how long is it?	<p>Consultation on the main issues identified by the council and the options for addressing them. Opportunity to raise any other issues and options for addressing them.</p> <p>No fixed period, but a minimum of 6 weeks and a maximum of 3 months to gather a comprehensive overview of issues that the policies need to address</p>	<p>Comments can be made on proposed detailed policies and on the accompanying SA.</p> <p>Consultation period set by Government at 6 weeks.</p>	<p>The Inspector examines the proposed Local Plan and can recommend main modifications that require a further 6 week period of consultation, with potentially a further examination.</p> <p>The length of the hearing can vary depending on the number of people who wish to appear, the scope of issues the independent Inspector decides need to be heard and how the Inspector organises the examination.</p>	<p>Inspector reports changes required to the Local Plan to make it sound and legally compliant. The council adopts the amended plan at a meeting of full council.</p> <p>There is no consultation at this stage.</p>
WHAT WE WILL DO				

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	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
<p>What documents will be available?</p>	<p>Issues and options document, a summary document if appropriate, and relevant background studies in the evidence base, including Equality Impact Assessments, as appropriate.</p>	<p>Proposed submission Local Plan and supporting evidence base, including Equality Impact Assessments as appropriate and Sustainability Appraisal report.</p> <p>Any reports on related consultation previously carried out.</p>	<p>Representations made at previous stage and evidence submitted to the Public Hearing by the council and others. (The Inspector decides who appears at the Public Hearing).</p>	<p>The Inspector's report and the adopted Local Plan.</p>
<p>How will they be made available?</p>	<p>All documents that we publish will be available to view or download on the council website, at Local Plan information points, and available (for purchase if appropriate) at the Town Hall. Documents will also be sent to specific consultation bodies identified in the regulations and with whom the council has a duty to cooperate, as well as made available as appropriate at any forums, workshops or other consultation event that the council undertakes (see Appendix 2 for examples of these). The documents can be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.</p> <p>All comments and any other documents received as part of consultation will be scanned/copied and made available for others to see at Local Plan information points as appropriate) (Appendix 2). All evidence submitted to the Public Hearing will be made available electronically and in the Public Hearing "library". We will encourage everyone to submit documents electronically so that they can be easily made available on our website.</p>			

Consultation on Planning Policy 3

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
<p>Who will we consult/notify and how will we do this?</p>	<p>Comments will be invited from:</p> <ul style="list-style-type: none"> • General public via website and, if appropriate, local press (including links on partner websites where appropriate) • Relevant specific consultation bodies as identified in the Town and Country Planning (Local Planning) (England) Regulations, who will be contacted by email and/or letter • General consultation bodies as identified in the Town and Country Planning (Local Planning) (England) Regulations, who will be contacted by letter and/or email • Specific consultation bodies under the Duty to Co-operate, including neighbouring local planning authorities and any other 'prescribed' body, such as the Environment Agency, will be notified by letter and invited for meetings if required. • Mailing list of those who inform us they wish to be consulted or notified on a particular subject and those who have commented at previous stages, who will be contacted by email and/or letter <p>We will endeavour to provide the opportunity to take part in consultation on planning documents available to all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on planning proposals</p>	<p>Notice of the Public Hearing will be published at least 6 weeks before it is due to commence. We will also email or write to those we have previously consulted.</p> <p>The Inspector may arrange a pre-meeting to explain the process for the Public Hearing.</p> <p>The Inspector's programme officer will contact all those who make representations on the Local Plan.</p> <p>Any major modifications proposed by the Inspector will be advertised and further consultation carried out as appropriate or as advised.</p>	<p>Notice of the adoption to all those who we have previously consulted, or made representations on the Local Plan or who took part in the Public Hearing.</p>	

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Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
	<p>so that they may be taken into account, for example on proposals in regeneration areas identified in local plan documents. Such action will help us to take account of different needs, to encourage participation from different groups and help foster good relations between different groups. Doing this will include taking account of needs such as access for disabled people and ensuring where possible that meetings are held at times of the day that facilitate participation. Local area workshops may be offered for aspects of the first stage of consultation and drop-in sessions to update on other stages. The council is also piloting Ward Panels which would be engaged in the Local Plan process. We will also invite established community network organisations, for example Hammersmith and Fulham Disability Forum and Sobus (former Community and Voluntary Sector Association Hammersmith & Fulham (CaVSA) and the Fulham Community Partnership Trust (FCPT) to engage in the process and help pass on information and encourage responses.</p>		

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	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
How will we consider your comments?	<p>The results of consultation will be reported to our Cabinet or Cabinet Member for Community Safety, Environment and Residents Services. We will make the reports available on our website and at Hammersmith Town Hall.</p> <p>The comments received at each stage will be taken into account in preparing documents for the next stage.</p>		<p>The Inspector will consider comments made at the submission stage together with additional written statements at the Public Hearing.</p>	<p>The Inspector's recommendations for revisions for soundness and legal compliance will be incorporated into the adopted Local Plan.</p>
Giving feedback	<p>We will prepare a summary of comments before the start of the next stage that will be made available on the council's website.</p> <p>We will make all representations available for inspection at the information points listed in Appendix 3. Summaries of comments and our responses will similarly be made available at information points and on the council's website. The minutes of our Cabinet meetings (including</p>	<p>We will prepare a summary of all comments received at the end of the consultation period, and email or write to all participating consultees to inform them in time for preparation of evidence for the Public Hearing.</p>	<p>We will contact all participating consultees with details of the result of the examination. The Inspector's Report will be published on the council website.</p>	

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	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
	confirmed decisions) will be publicly available at Hammersmith Town Hall and on our website.			
WHAT YOU CAN DO				
How can you get more information or take part in discussions?	Officer contacts will be available to provide information by email or telephone during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone. Contact details will be available on all documents that we produce.			
How can you give us your views?	Written comments can be sent by email or post or made through the website. Where people are unable to provide written comments we will consider requests to provide comments in other formats. This may include making provision for people with disabilities in order to include their views in the planning process and to encourage their participation in public life. We will endeavour to send you an acknowledgement of your comments within 3 working days of receipt. We will not respond to comments at this stage. We will take notes of what is said at public events, but these cannot be used as formal comments.	The format for the public hearing is round table discussions. The Inspector will decide the issues to be discussed at the hearings and will choose who to invite to the hearing sessions. If you are invited to attend a hearing session your comments can be supported by written statements. Alternatively you can rely upon written statements and not appear at the hearing.	There is no further scope for comments on the Inspector's Report, which will make recommendations on any changes necessary for the Local Plan to be sound and legally compliant. There is also the potential for judicial review of the plan within a specified period after adoption.	

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	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
			The council will ensure that venues for public hearings are accessible and inclusive to all who wish to attend.	

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Supplementary Planning Documents

3.14 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.

Preliminary Consultation on draft SPD

Where necessary, identify the main areas that the draft SPD needs to address.

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Publication of the draft SPD

Draft SPD published with a minimum 4 week period for consultation.

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Consideration of Comments Received

Council considers comments made to the draft SPD and makes any necessary changes.

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Adoption

Council adopts SPD as a Local Development Document and prepares adoption statement in accordance with regulations.

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Table 3.2: Key stages and proposed consultation methods for Supplementary Planning Documents

	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
What can you do?	You can comment on any documents that are published and take part in discussions held at this stage to inform the production of the draft SPD.	You can comment on the draft SPD.	Judicial review is also possible within 3 months after the adoption date.
How long is each stage?	Varies on the SPD subject and level of complexity.	A minimum of four weeks, but the council will ordinarily consult for a minimum of six weeks.	
Who will we consult/notify and how will we do this?	<p>Where appropriate we will informally consult relevant specific consultation bodies, relevant general consultation bodies and other relevant organisations on our mailing list by email and/or post, and via the website.</p> <p>Specific consultation bodies under the duty to co-operate, including neighbouring local planning authorities and any other 'prescribed' body such as the Environment Agency, Historic England and Natural England.</p>	<p>We will consult: relevant specific consultation bodies, relevant general consultation bodies depending on the draft SPD subject matter, relevant mailing list organisations and the general public in the same way as the submission Local Plan.</p> <p>We will endeavour to provide the opportunity to take part in consultation on drafts SPDs to all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on proposals so that they may be taken into account. Such action will help us to take account of different needs, to encourage participation from different groups and to help foster good relations</p>	Within 10 working days we will notify relevant statutory consultees and all consultation participants.

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	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
	<p>This will include inviting involvement from established community network organisations as appropriate, for example Hammersmith and Fulham Disability Forum and Sobus (former Community and Voluntary Sector Association Hammersmith & Fulham (CaVSA) and the Fulham Community Partnership Trust (FCPT)).</p> <p>Where appropriate, we will endeavour to contact relevant community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on planning proposals so that they may be taken into account.</p>	<p>between different groups. Doing this may include taking account of needs such as access for disabled people and ensuring whenever possible that meetings are held at times of the day that facilitate participation, as examples.</p>	

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	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
How will documents be made available?	<p>Documents will be available to view or download on the council website, at Local Plan information points, and available at the Town Hall. Documents will also be sent to relevant specific consultation bodies and those with whom the council has a duty to cooperate, as well as made available at any exhibitions, workshops or other consultation event that the council undertakes (see Appendix 2 for examples of these).</p> <p>The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.</p>		
How you can get more information or take part in discussions?	<p>Where appropriate and when requested we will hold meetings with relevant general consultation bodies and other organisations and individuals in accessible and inclusive venues, at times of the day that facilitate participation.</p>	<p>Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested, within 24 hours.</p> <p>Meetings to provide information on this stage will be arranged where requested.</p>	<p>Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested.</p>
How can you give us your views?	<p>Written comments by email, post or through the website.</p> <p>We will endeavour to send you an acknowledgement of your comments within 3 working days of receipt. We will not respond to comments at this stage.</p> <p>We will take notes of what is said at any public events, but these will not be used as formal comments.</p>		
How will we consider your comments?	<p>Comments made at this stage will be taken into account in preparing the draft SPD. We will prepare a statement setting out the names of</p>	<p>We will consider all comments and the need for revisions. All comments, with their proposed response, will be reported to full council. We will prepare a summary of all comments received at the end of the consultation</p>	<p>We will contact all participating consultees with details of the adoption and prepare an adoption statement in accordance with Regulations. The</p>

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	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
	those we consulted, a summary of the issues raised and how these were addressed in the SPD.	period, together with responses and action taken, and make this available for inspection.	adoption statement will be sent to any person who has asked to be notified of the SPD adoption.

Community Infrastructure Levy

3.15 The Community Infrastructure Levy (CIL), for which provision was made in the Planning Act 2008 and updated in the Localism Act 2011, is a statutory, non-negotiable charge on new development. The levy will be used to help deliver a wide range of infrastructure needed to support the development of the area. The preparation of CIL involves the following stages:

- Consultation on a preliminary draft charging schedule (PDCS)
- Publication of a draft charging schedule (DCS)
- Public examination
- Adoption.

3.16 Possible community involvement for each of these stages is detailed in table 3.3 below:

Table 3.3: Key stages and community involvement on the Community Infrastructure Levy (CIL) Charging Schedule

	Stage 1	Stage 2	Stage 2*	Stage 3	Stage 4
	PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	DRAFT CHARGING SCHEDULE (DCS)	SUBMISSION OF DCS	EXAMINATION	ADOPTION OF CHARGING SCHEDULE (CS)
What happens at this stage and how long is it?	Consultation for at least 6 weeks and representations on the council's initial proposals for CIL.	Consultation for at least 6 weeks and representations on the council's firm proposals for CIL.	Submission of firm proposals for CIL to an independent examiner.	Independent examiner to determine procedures and timescales.	
WHAT WE WILL DO					
What documents will be available and how will they be made available?	PDCS, Infrastructure Plan (including the Infrastructure Planning Schedule (IPS)), Viability Assessment and Equalities Impact Assessment (EqIA) available on the website and at Local Plan information points (Appendix 2).	The draft charging schedule and all other prescribed documents relating to this consultation phase will be made available on the council website and at Local Plan information points (Appendix 2).	After submission, the draft charging schedule, a summary of the main issues raised in representations and all other prescribed documents will be made available on the council website and at Local Plan information points (Appendix 2). Documents	All relevant examination documents available on the council website (examination library)	After receipt of the Examiner's report and Council approval of the charging schedule, in addition to complying with statutory requirements, we will make both reports available on the council website and at Local Plan information points and notify persons who have requested

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	Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
			published for the previous consultation phase and the council's response to will remain available on the council website.		to be notified of these developments.
	All comments and any other documents received as part of consultation will be made available for others to see on the council's website and at Local Plan information points (Appendix 2). All evidence submitted to the Examination will be made available in the examination "library". We will encourage everyone to submit documents electronically so that they can be easily made available on our website. The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.				
Who will we consult/notify and how will we do this?	<p>We will consult:</p> <ul style="list-style-type: none"> Local residents and communities Local businesses and business bodies Local voluntary bodies Local stakeholders 	<p>We will consult all as in the previous stage as well as: those who commented at the PDCS stage.</p> <p>We will do this using letters, emails, the Planning Agents' Forum and local advertisement notice.</p>	<p>After Submission, we will give notice by letter and/or email to those who requested notification at the DCS stage.</p>	<p>At least 4 weeks before an examination hearing takes place (or at least 2 weeks if a Statement of Modifications has been published) we will:</p>	<p>As soon as practicable after receipt of the Examiner's report, we will:</p> <ul style="list-style-type: none"> Notify those who requested to be notified

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Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
<ul style="list-style-type: none"> • Neighbouring authorities and bodies such as the Homes and Communities Agency • Specific consultation bodies under the duty to co-operate, including neighbouring local planning authorities and any other 'prescribed' body including the Environment Agency, Historic England and Natural England. <p>We will use emails, letters and the Planning Agents' Forum as appropriate.</p> <p>We will endeavour to contact all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also</p>			<ul style="list-style-type: none"> • Place on our website and publish a notice of the time and place of the examination <p>Notify those who have made representations or a request to be heard at the DCS stage.</p>	<p>After Council approve the charging schedule, we will:</p> <ul style="list-style-type: none"> • Notify those who requested to be notified • Send a copy to relevant authorities <p>Publish a local advertisement notice.</p>

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	Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
	target particular areas to gauge opinion on planning proposals so that they may be taken into account.				
How will we consider your comments?	We will consider representations received in light of statutory legislation and guidance to inform the next stage. We will publish a summary of the representations received and the council's response.		No opportunity for comments at this stage.	The examiner will consider representations received as part of the DCS and the examination hearing.	No opportunity for comments at this stage.
WHAT YOU CAN DO					
How can you get more information or take part in discussions?	Officers will be available to provide information by telephone during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone. Contact details will be available on all documents that we produce.	The Statement of the Representations Procedure will set out information on: <ul style="list-style-type: none"> • Time period for representations • Address for representations 	No opportunity for comments at this stage.	See DCS stage.	No opportunity for comments at this stage.

Consultation on Planning Policy 3

	Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
		<p>How to request a right to be heard at the Examination; to be notified at the Submission stage; to be notified of the examiner's recommendations; and how to request to be notified of the final approval.</p>			

3 Consultation on Planning Policy

	<p>Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)</p>	<p>Stage 2 DRAFT CHARGING SCHEDULE (DCS)</p>	<p>Stage 2* SUBMISSION OF DCS</p>	<p>Stage 3 EXAMINATION</p>	<p>Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)</p>
<p>How can you give us your views?</p>	<p>You can give your views by Email cil@lbhf.gov.uk or by Post. Where people are unable to provide written comments we will consider requests to provide comments in other formats. We will acknowledge receipt if received electronically.</p> <p>No opportunity for comments at this stage.</p> <p>See DCS stage. The format for the public hearing is round table discussions and written representations, where your comments can be made either verbally (when appropriate) or written. Venues will be accessible and inclusive.</p> <p>No opportunity for comments at this stage.</p> <p>No opportunity for comments at this stage.</p>				

Neighbourhood Planning

3.17 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 can provide planning policies complementing the council's Local Plan to 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. A summary diagram of these requirements is provided below:

Assess whether a neighbourhood plan is the right approach for your area in context of existing council Development Plan.

>>>>

Apply to the council for designation as a Neighbourhood Forum representing a clearly outlined Neighbourhood Area.

>>>>

Prepare a Neighbourhood Plan in compliance with the council's Development Plan and setting out your proposals for your Neighbourhood Area.

>>>>

Consult local people on your plan.

>>>>

Submit the plan to the council for approval, including details of the local consultation that has been carried out.

>>>>

The council will put your Neighbourhood Plan out to formal consultation and subject it to independent examination to ensure it has met all the legal requirements.

>>>>

A referendum is held in the local area and provided more than 50% of those voting agree with the plan, it will be adopted by council as part of its Development Plan.

3 Consultation on Planning Policy



3.18 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).

3.19 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.

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
What happens at this stage and how long is it?	We will as soon as possible publicise on the council’s website the intention and name of the area proposed for designation, a map of the area and the name of the relevant body that applied for the designation. We will explain how to make representations. Where appropriate,	Once an application is submitted, we will as soon as possible publicise a copy of the application, with details of how to make representations with the date that these must be received. Where appropriate, the council will notify members of the community by letter and/or other means of the application.	The council will publish the plan proposal on the website along with details where it can be inspected and details on how to make representations. The council will notify all consultation bodies that requested to be	The council will arrange for a referendum to take place in the area and place a notice of referendum which will explain what it is asking, who

Consultation on Planning Policy 3

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
	<p>the council will notify members of the community by letter and/or other means.</p> <p>No fixed period, but a minimum of 6 weeks to gather representative responses from the community.</p> <p>Within 8 weeks of the publication of the application for a neighbourhood area (20 weeks for an area falling within 2 or more boroughs) , the council will publish the decision on whether to designate an area on the website with the reasons for designation/refusal and where documents may be inspected. The</p>	<p>No fixed period, but a minimum of 6 weeks to gather representative responses from the community.</p> <p>The council will publish the decision as soon as possible on the website with the reasons for designation/ refusal and where the documents may be inspected. We will also notify the applicant.</p> <p>If approved, the council will publish the name of the forum, the constitution, the name of the area to which it relates and contact details of a key member of the forum.</p>	<p>notified. Where appropriate, the council will notify members of the community by letter and/or other means.</p> <p>No fixed period, but a minimum of 6 weeks from the date the proposal is first publicised.</p> <p>The council will check that all the appropriate documentation is provided which complies with all the statutory requirements. The council will then send documents to an independent examiner that will make recommendations.</p>	<p>can participate and other details of the referendum on the council's website. The council may contact any other members of the community and wider area that it considers appropriate along with those that have requested to be notified.</p> <p>If the referendum votes in favour of the area, the council will</p>

3 Consultation on Planning Policy

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
	<p>council will also contact the group applying for the neighbourhood area and anyone that has requested to be notified.</p>	<p>If refused, the council will publish the decision as soon as possible on the website with the reasons for refusal and where the documents may be inspected. It will also contact the applicant or a representative of the neighbourhood forum.</p> <p>The council will withdraw an application if it is requested by the proposed forum at any time.</p>	<p>The council will make a decision and make modifications based on examiner's recommendations, if agreed that they are necessary, or otherwise refuse the plan. The decision will be placed on the website along with a decision statement and examiner's report. This will be sent to the qualifying body and any person who requested to be notified.</p>	<p>adopt the plan at the next meeting of full Council.</p>

Consultation on Planning Applications 4

4 Consultation on Planning Applications

4.1 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 and local action groups such as Hammersmith and Fulham Disability Forum and, when appropriate, will take place before an application has been submitted, as well as during the formal application process.

Pre-application Consultation

4.2 Developers for all major schemes will be expected to engage fully with the council, statutory undertakers, residents and local action groups 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.

4.3 The council offers a pre-application advice service. However any 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.

4.4 Applicants for all major schemes are expected to engage with the community before submitting a planning application. There are a number of ways in which the council expects applicants to engage fully with local residents:

- **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. Officers will encourage developers, when publicising their consultation events, to include in the material circulated a list of the amenity and residents groups, as well as any statutory bodies, that they are inviting to participate.
- **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.

4.5 Ward Panels – These are due to be piloted in the borough by the council. The panels will consist of residents, local associations and others and their role will include engagement in early discussions about proposed development schemes. The council acknowledge that these are not the only means of community involvement available to developers, and the council welcomes any other appropriate means that developers may wish to use and which are accessible and inclusive to all.

4.6 Pre-application consultation will not remove the need for involvement and scrutiny of any subsequent planning application.

4 Consultation on Planning Applications

Planning applications

4.7 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.

4.8 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.

4.9 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.

4.10 The council wants to involve the community in decision making and will consult the community, including local action groups, on every planning application (see also comment above on ward panels which are to be piloted) with the method of consultation depending on the type and location of the application. Each application has an initial consultation period of 21 days. The methods of consultation include:

- **Neighbour Notifications:**- notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application.
- **Site Notices and Press Notices:** - where statute requires, a site notice will be put up near the site and a public notice will be placed in the local press.

4.11 In some cases, the consultation period may be extended or new periods granted at the discretion of the council's case officer.

4.12 Through the LBHF website, residents and any other interested parties will also be able to sign up for 'e-alerts' for planning applications, as well as searching for planning applications by reference number, address, postcode or on a map. Current planning applications are also available to view at the Planning Reception desk on the first floor of the Town Hall Extension.

4.13 For some large schemes, the council may also produce a specific web page with information, and updates, as well as a link to the consultation page.

Appeals

4.14 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.

4.15 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.

Consultation on Planning Applications 4

Table 4.1: Consultation on planning applications, pre-application and appeals

Stages	Pre-application	Planning applications
What consultation will there be?	<p>The council expects applicants to engage the community/residents at an early stage in the formulation of any scheme.</p> <p>For all major applications, the applicant will be expected to: -</p> <ol style="list-style-type: none"> 1. Hold a public exhibition at an accessible time and in an appropriate location 2. Participate in a Planning Forum 3. Consult any Ward Panels that may exist with an interest in the area. 	<p>All planning applications are subject to a formal consultation period.</p>
Who will be notified and how?	<p>Public exhibitions are organised by the applicant. For planning forums, the council will invite representatives from all known active resident groups and associations relevant to the proposals.</p> <p>Further details on the process of consulting with ward panels will be available as they become established.</p> <p>In-house consultation will also take place, as appropriate, with council departments with interests in specific target groups, for example Children's Services and Equalities.</p>	<p>Notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application.</p> <p>Where statute requires, a site notice will be put up near the site and a public notice will be put into the local press. Details of all applications received and associated plans and documents will also be made available to view on the council's website. Special web pages are created for certain major applications.</p> <p>Relevant statutory consultees will be notified in writing.</p>
How can you comment?	<p>At Public Exhibitions, applicants are usually on hand to receive comments.</p> <p>At Planning Forums, representatives from resident groups and associations can express views on proposals during a round table discussion.</p> <p>Ward Panels will be able to provide written comments in their notes.</p>	<p>Comments can be submitted through the website, or when necessary submitted by letter.</p>

4 Consultation on Planning Applications

Stages	Pre-application	Planning applications
How long will you have to comment?	<p>Comments can be made directly to the applicants at public exhibitions.</p> <p>Planning forums are usually 2 hours long and comments are made during this time.</p>	<p>Each application has an initial consultation period of 21 days. In some cases the consultation period may be extended or new periods granted at the discretion of the case officer.</p>
What kind of comments can you make?	<p>You can usually provide any comments to the applicant at public exhibitions. At planning forums, the chairperson will facilitate a discussion on topics agreed by the participants at the table. These should be limited to matters relevant to planning.</p>	<p>You can comment on anything to do with the application, however only planning matters can be taken into account.</p>
What will the council do with your comments?	<p>Notes will be taken at planning forums and sent to all participants, including the applicant. The applicant is encouraged to take comments from both public exhibitions and planning forums into account where possible before submitting the formal planning application.</p> <p>The council encourages applicants to produce a statement setting out how comments have been taken on board and submit this as part of any subsequent planning application.</p>	<p>The case officer for an application will take all comments received into consideration when preparing his or her report on the application. For committee level decisions, all representations will also be made known to the Planning and Development Control Committee (PDDC).</p> <p>People and any existing ward panels who have commented on an application in support or against it, may be permitted to speak at the PDDC meeting (Public Speaking is subject to a separate protocol).</p> <p>If an appeal is made against any decision, comments received will also be forwarded to the Planning Inspectorate.</p>
When will a decision be made and how will you be notified?	<p>No decisions are made at pre-application stage.</p>	<p>The council aims to determine delegated decisions within 8 weeks of receipt of the application, and committee level decisions within 13 weeks. However, these timescales may vary depending on the particulars of the application. The decision notice will be made available on the website.</p>

Consultation on Planning Applications 4

Stages	Pre-application	Planning applications
		Anyone can be notified of the outcome of any planning application by tracking any application on the Councils website.

4.16 The exact consultation methods appropriate to specific planning applications will depend on the complexity of the proposals.

4 Consultation on Planning Applications

Table 4.2: Consultation on appeals

Stages	Written Representations	Informal Hearings	Public Inquiries
What will the council notify you of and how?	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal. Interested parties will also be notified of the date and venue of the hearing at least 2 weeks before the hearing.	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal. 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.
What can you comment on and how?	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 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 views the application site from your property if you wish.	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 views the application site from your property if you wish.

Consultation on Planning Applications 4

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.

4 Consultation on Planning Applications

5 Assessment and Monitoring

5.1 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.

5.2 As and when necessary, the SCI will be reviewed and updated to reflect any changes required as identified through this monitoring as well as through any changes to national legislation. The council will undertake this task to maintain its goal of actively involving as much of the community as it can reach in the development of policy and in the assessment of planning applications.

5 Assessment and Monitoring

6 Appendices

6.1 Appendix 1: Consultation Bodies and Communication Methods

Categories of general consultation bodies*
<p>Amenity and environmental organisations</p> <p>Representing people with an interest in planning, conservation and environmental sustainability issues in the borough or parts of it (including parks). Examples include: Hammersmith and Fulham Historic Buildings Group, Friends of Parks Groups and Hammersmith and Fulham Friends of the Earth.</p>
<p>Business organisations operating in the borough</p> <p>Representing businesses within particular areas or with a common type of business, including the development industry, major land owners and registered social landlords.</p>
<p>Community organisations and networks</p> <p>Representing people from particular black and minority ethnic communities, people of a particular 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.</p>
<p>Special interest organisations</p> <p>Representing people with a common interest in topics such as sport or other activities. Examples include: the West London River Group.</p>
<p>Tenants' and Residents' Associations</p> <p>Representing the broad interests of tenants and residents within estates, streets, small areas or wards. Examples include: Stamford Brook Residents Association.</p>

* See also Town and Country Planning (Local Planning) (England) Regulations 2012 where reference to specific consultation bodies may be found.

6 Appendices

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 announce all planning policy related consultations on Citizen Space and use the council's website to provide more information about 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 the Town Halls 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.

6 Appendices

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 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.

6 Appendices

6.2 Appendix 2: Planning Policy Document Information Points

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

6.2 Public reference libraries, namely

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

6.3 Appendix 3: 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.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy is a Development Plan Document.

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 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.

6 Appendices

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.

6 Appendices