

HOW CAN I COMMENT ON THIS DOCUMENT?

This draft Statement of Community Involvement has been published for public consultation from 17 June 2005 to 29 July 2005.

We would like your views to help us improve the way we involve people in the planning process. If you wish to comment please use the appropriate form and read the accompanying guidance notes. The form and notes may be obtained from the locations identified in Appendix 3 of this document or from the council's website.

Please note that your comments must reach us by 5pm on 29 July 2005.

By letter: Send to:

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Planning Division
Environment Department
London Borough of Hammersmith & Fulham
Town Hall
King Street
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By email: SCI@lbhf.gov.uk

By FAX: Sophie Evans on 020 8753 3036

By minicom: 020 8753 5753

If you or someone you know would have difficulty commenting in these ways, or if you have any questions about the process, please phone Sophie Evans on 020 8753 3317.

WHAT HAPPENS NEXT?

We will consider all relevant comments and make revisions to the Statement where appropriate. In October 2005 we will publish our final version of the Statement. At that time, you will have another opportunity to comment. Those comments will be considered by an independent Inspector who will conduct an Examination in Public (EIP) into the soundness of the SCI. The EIP is expected to be in February 2006. The Inspector will decide what form it will take. It may, for instance, be by written representations only rather than as a public hearing..

The Inspector will prepare a report which will set out any changes that must be made. We expect to be able to adopt the finalised SCI by June 2006.

If you comment on this document we will keep you informed about the future stages of its production and your further opportunities to be involved. We will also inform

you about opportunities to be involved in the preparation of the Local Development Framework.

[translation paragraphs to insert]

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1. INTRODUCING OUR STATEMENT OF COMMUNITY INVOLVEMENT

What is this document about?

1.1 Every local planning authority must prepare a Statement of Community Involvement (SCI) to explain how the community will be involved in the preparation of the Local Development Framework (LDF) (town planning policies and guidance), and in the consideration of planning applications¹. The SCI is a means of improving the quality of the planning process. It aims to ensure that an appropriate type and scale of engagement is undertaken whether for a planning policy document or a specific development proposal.

Table 1.1: Objectives for the draft Statement of Community Involvement
<ul style="list-style-type: none"> • Set out the principles that should be applied in involving the community. • Identify and assess appropriate mechanisms for community involvement. • Show how these principles and mechanisms will be applied to the preparation and review of local development documents, the consideration of planning applications and pre-application discussions. • Show how we aim to surpass the minimum legal requirements for consultation and publicity that are set out in national legislation²

Why get involved in planning?

1.2 Planning affects us all in many ways. It is about achieving a sustainable, safe and quality environment; and ensuring there are jobs, affordable housing, and the facilities people need in accessible places. It is 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. Some people and organisations are more aware of, and regularly take part in, the planning process. Others may become involved less frequently, while still many more remain unaware of what planning can do for them and the opportunities for dialogue on planning matters. At times, the planning process can be seen as remote and bureaucratic with off-putting technical language. However, it is important that everyone has the opportunity to access information, understand what policies and proposals mean for them and give their views.

¹ In accordance with Section 18 of the Planning and Compulsory Purchase Act 2004, planning authorities must prepare and include a Statement of Community Involvement in the Local Development Framework.

² Town and Country Planning (Local Development) (England) Regulations 2004

2. THE SCOPE OF THE STATEMENT OF COMMUNITY INVOLVEMENT

2.1 The SCI deals with community involvement in the preparation of local plans (in the new Local Development Framework), in the consideration of applications for planning permission, and in the consideration of proposals before they become planning applications. In this section, we summarise those three areas. In section 3, we set out the principles for community engagement. In the appendices, we set out in detail how we propose to involve you in detail in the planning processes.

The Local Development Framework (LDF)

2.2 The LDF is a new planning system (brought in by the Planning and Compulsory Purchase Act 2004) that will eventually contain a number of documents setting out planning policies for the borough. Currently, the LDF includes the borough's Unitary Development Plan³ (UDP) 2003. However, by 2008, we aim to replace the UDP. The scope and programmes for these new documents is set out in the Local Development Scheme⁴.

2.3 The LDF (including the existing UDP for the time being), together with the London Plan, is the basis for considering and assessing planning applications. So, although people are often more interested in planning at the stage of the individual planning application, it is important that they are involved in developing the policies in the first place. Appendices 1a and 1b show how we will carry out community engagement for different LDF documents.

Planning applications

2.4 Although development plans, against which a planning application is assessed, are prepared on the basis of public consultation and independent scrutiny, it is still important that there are additional opportunities for community involvement in the planning application process. The scope and extent of community involvement on an individual planning application will vary according to the significance of the proposal. It will also depend on the amount of time that is available in which to make a decision in accordance with Government targets⁵.

³ Hammersmith and Fulham UDP August 2003

⁴ Hammersmith and Fulham LDS June 2005

⁵ Best Value Performance Indicators 2005/06 and Environmental Impact Assessment Regulations 1999.

Appendix 2 shows how we will undertake community involvement for planning applications.

2.5 This SCI does not seek to be prescriptive in terms of the way in which consultation is carried out for different types or scale of applications. Rather, we suggest that the nature of an application and its local circumstances should dictate the level and type of engagement. We have identified broad categories of development set out in Appendix 2 which will help us to decide the nature and level of consultation required. It must be borne in mind that judgement about the scale and nature of consultation is based on an initial assessment of the scheme's significance when an application is received.

Pre-application consultation

2.6 We always encourage applicants to discuss the more complex major proposals with us at an early stage. Early discussions can also help identify problem areas and improve the quality and acceptability of a planning application. However discussions are undertaken on an "in confidence" basis and without prejudice to future decisions on a planning application.

2.7 Pre-application public consultation undertaken by an applicant can also have positive benefits. It can, for example, help improve a planning application and make its formal consideration more straightforward. It also allows local people to become aware of emerging proposals and it should highlight areas of local sensitivity before an application is finalised. Inevitably, our own role in pre-application consultation must be limited to taking an impartial watching brief and providing factual information on planning policies and process. It is important that council officers, and councillors involved in the eventual consideration of a planning application, do not pre-judge the outcome of the proper determination of an application. It is also important that applicants make clear, in any pre-application consultation, that their scheme will need to be considered in the context of development plan policies.

2.8 The applicant should prepare a statement setting out how it will involve the community in line with the principles of the SCI and consult the council on it. The results of any pre-application consultation should be made available to the council to assist in understanding community views and identifying material planning matters that need to be taken into account. However, any pre-application consultation carried out by an applicant will be considered not only in terms of the results, but also in terms of the rigour of the methodology adopted. In addition, pre-application consultation will not remove the need for involvement and scrutiny of the subsequent planning application which may, in any event, be different to the scheme at pre-application stage.

3. OUR CORE PRINCIPLES OF COMMUNITY INVOLVEMENT

3.1 This section of the SCI sets out our core principles. The way in which we intend to apply these principles is dealt with in more detail in Appendices 1a and 1b for the LDF and Appendix 2 for planning applications.

Table 3.1 Core principles for community involvement
<ul style="list-style-type: none"> • 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 straight forward interaction • Respecting and valuing comments • Making the most of information technology • Ensuring feedback and continuity • Responsible resourcing • Monitoring effectiveness

Aiming to hear a full range of views

3.2 It is important that consultation should allow for a full range of relevant views to be canvassed in relation to a specific issue, policy or proposal. We need to ensure that the consultation techniques which we adopt are accessible and inviting to a range of different people right across the community. In particular, we need to focus on situations where individuals and/or groups may have an interest in a particular site or area either because they are based in the vicinity or because they have a specific interest in issues such as heritage, access, environment or youth facilities. We will therefore seek to identify the relevant geographical area for public consultation as well as canvassing the opinions where relevant of particular special interest organisations.

3.3 The involvement of special interest organisations in planning consultation can be very important. They may include people in a particular geographical area or people with interest in a particular topic. In addition, they may present the views of sections of our diverse community from the point of view, for instance, of race, ethnicity, faith, gender, disability or age. Such organisations have a key role to play in helping us to develop a wider understanding of the planning process amongst the community as well as acting to mobilise interest amongst individuals. These organisations may not always be based in the borough. The SCI does not set out

full lists of these organisations because contact details will change over time. We will maintain lists for all council consultation purposes. A broad categorisation is outlined in Table 3.2 below:

Table 3.2 Categories of special interest organisations
Tenants' and Residents' Associations
Representing the broad interests of tenants and residents within estates, streets, small areas or wards.
Community organisations
Representing people from particular black and minority ethnic communities; people of a particular age, gender or gender orientation; faith groups; disabled people. There is a well developed Community and Voluntary Sector Network of area and community of interest forums in the borough.
Representative Fora
These are regular meetings of community representatives such as the Better Government for Older People forum and the Local Agenda 21 Forum.
Special interest organisations
Representing people with a common interest in topics such as sport or other activities.
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).
Business organisations
Representing businesses within particular areas or with a common type of business.

Ensuring an inclusive approach

3.4 Hammersmith & Fulham is a diverse borough. Planning consultation must be inclusive. Equality and diversity are not minority issues and may well be material considerations in planning policies and decisions. We need to ensure that no sectors of the community are discriminated against in their ability to take part in consultation, and that planning issues of particular relevance to specific sections of the community are identified and discussed (in particular in relation to age, disability, ethnic or national origins, race, responsibilities for children or dependants).

3.5 We recognise that effective engagement with diverse communities sometimes requires us to be proactive and to reach out to individuals and groups. The Hammersmith & Fulham Borough Partnership's 2004 "compact" with the voluntary and community sector aims, amongst other things, to improve communication and information flow between groups and sectors; and enhance the effectiveness of all partners in meeting the needs of the community and to widen community access to decision-making processes. As well as out reach methods, we will notify community organisations of consultation opportunities on the LDF and

take steps to ensure their involvement in discussions. Where the development of particular policies has apparent implications for particular sections of the community we will take additional steps to engage them. In addition, we would hope that those organisations will be able to help take the discussions on planning issues out into their communities and help explain the process and the reasons why it is important to take part.

3.6 Where applicants carry out public consultation on development proposals, we will expect them to take into account diversity and equality implications and state how they have done so.

Being clear about the consultation process

3.7 We will aim to give clear notification of the consultation process, explain what it is about, and set out the ground rules for participation (e.g. the timescale for comments and how to comment). We will ensure that there is sufficient information to enable a person to decide, in principle, if this is something they may wish to follow up with a view to commenting. At this stage, it will rarely be practicable or appropriate to provide the full details of the proposal to all those consulted as part of the notification process, but it will be made clear how more information can be obtained.

3.8 We will state where consultation documents can be seen or obtained, how to make comments, where to send comments and the deadline for any response. We will always provide details of a named officer, including a telephone number and email, who can be contacted should anyone have any queries about the consultation.

Clearly communicating information and opportunities for discussion

3.9 Nobody should be disadvantaged in the planning process because information is not available or because they are unable to access information. We will aim to provide information in an accessible and engaging way. To this end, we will use plain English, avoid jargon and only use technical terms where absolutely necessary. Where there is technical language we will provide a glossary, and the LDF documents that we publish will always have a summary. The initial notification of the opportunity for consultation will explain where summary or detailed information on the proposal can be obtained. Full copies of any LDF consultation documents will also be made available for a reasonable charge to cover copying and printing costs.

3.10 A summary of different mechanisms used to provide accessible information and advertise consultation is set out in Table 3.3 below. The way we will use these is indicated in Appendices 1a, 1b and 2.

Table 3.3 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
Email
If you tell us that you would prefer to be contacted and receive information by email we will use that method.
Council website
Wherever possible we will use electronic methods for providing information alongside hard copy. We will use the website to provide more information for the LDF with copies of written documents and summaries. We already make available planning applications and Unitary Development Plan information, in accordance with all the Pendleton criteria.
The council magazine HFM
HFM is a well established fortnightly magazine distributed to residents, businesses and other organisations in the borough. It is an effective way of providing more information on stages in the LDF process and summarising proposals
Information points
For the LDF we will use borough libraries, town halls and the Hammersmith Broadway Information Centre to distribute information about the process and copies of documents (see Appendix 3). In addition, we will look to use opportunities to provide information at locations such as schools, colleges, doctors' surgeries, faith centres, shopping centres and other community meeting places.
Partner websites
We will invite partners such as the Primary Care Trust and Registered Social Landlords to have links to our website for the LDF 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, and hard copies for those without Internet access and 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.

3.11 There will be occasions, particularly on complex planning issues and development proposals, when some people may wish to discuss their views with us in more detail or may need further information or clarification from us. There will always be a named officer for people to contact by telephone, email or in person, by appointment, at our reception. We may not be able to immediately provide the appropriate officer for discussions on the phone or in person, but we will phone back or make it clear when an appointment can be expected. We will also ensure that reception and call centre staff are able to provide key information and help with initial enquiries as much as possible.

3.12 In some cases, for development planning, planning applications and pre-application consultation, it may be appropriate to seek local opportunities for community engagement, both for information and/or discussion. This could take various forms as set out in Tables 3.4 and 3.5. The use of these methods needs to be considered in relation to their effectiveness in particular cases relative to the subject, the resources needed and the time available. It may often be more effective to hold discussions at other organisations' regular meetings and link planning to their agendas and objectives.

Table 3.4 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 LDF 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 LDF 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.
Citizen's panel
The council has a panel of approximately 1000 residents and regularly surveys the members on a variety of topics. We have put questions to the panel as part of the evidence gathering process for the LDF. The panel is not a suitable consultation method for planning applications, partly because of the timescale for surveying, but mainly because it is best able to respond to questions that its members can answer from their own experience.

Table 3.5 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.
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.
Urban Studies Centre (HFUSC)
HFUSC is an independent organisation which receives council funding. It has developed effective methods of engaging young people in planning and environmental matters through project working with schools.
Enquiry by Design™
This is a mechanism requiring specialist skills and frontloaded resources for enabling the community and stakeholders to be engaged in developing a three dimensional masterplan and an agreed vision for their area through in depth workshops and discussion. It is best suited to large scale area redevelopment and is able to deliver a consensus for complex development issues.
Planning for Real®
This is a community planning method which may secure community involvement in either developing solutions or in consideration of a proposed scheme before the pre-application stage. Specialist advice is needed to ensure that the most suitable methods are matched to the development circumstances.

3.13 We will also take LDF documents to our Environment and Regeneration Scrutiny Panel for discussion. This is a council scrutiny panel composed of

councillors and representatives of community groups. Meetings of the Panel are open to the public.

Enabling straightforward interaction

3.14 We will ask for views in writing by post, fax or e-mail with respect to community consultation relating to both the LDF and individual planning applications. Non-attributable comments can be made on request. Comments can also be made by Minicom. We will also record comments from meetings and focus groups.

3.15 The timescales for commenting should be reasonable and appropriate to the level of planning involved and allow for effective and meaningful community engagement. We recognise, however, that it is important that we provide an efficient planning service and therefore we must always take into account the need to meet statutory targets in plan preparation and consideration of planning applications.

3.16 In some cases, people may wish to employ a planning consultant to provide advice on planning issues and to respond on their behalf. There are many private sector planning consultants operating in West London. Planning Aid⁶ is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Hammersmith Community Trust⁷ is an independent local organisation (council funded) that operates the Hammersmith Broadway Information Centre on behalf of the council. The Trust can provide advice and information on planning matters.

Respecting and valuing comments

3.17 We will consider the merits and planning relevance of all consultation responses. Where necessary we may contact respondents to clarify or discuss individual responses. If comments are not relevant to a particular issue, we will forward these as appropriate to other council departments or other organisations.

3.18 All responses relating to the LDF process will be reported in summary to the council's Leader's Committee before any final decision is made. For planning

⁶ Planning Aid for London, Unit 2, 11-29 Fashion Street, London, E1 6PX

⁷ Hammersmith Community Trust, Information Centre, 20 Broadway Shopping Centre, London, W6 9YD

applications, which are either determined by our Planning Applications Committee or by officers acting under the delegated authority of the Director of Environment, all consultation responses will be summarised in the final report before a planning application is determined.

3.19 We will make all consultation responses publicly available unless requested to do otherwise and such a request is a legitimate exemption in accordance with the Freedom of Information Act. Personal information will not be made public in accordance with the Data Protection Act. We will also summarise consultation responses so that key issues can be easily understood and also make this publicly available after the end of the consultation.

Ensuring feedback and continuity

3.20 The planning decision making processes must be open and transparent if it is to be credible. It is important, therefore, that we provide feedback explaining how views and comments have been considered. We will communicate the results and outcomes of consultation to respondents either directly where we have their contact details and/or using the range of different communication tools outlined in Table 3.3. Committee reports, delegated reports and decisions will be publicly available.

3.21 During LDF preparation we will ensure that consultees are kept involved and informed as policies are developed. Where we use out reach methods to involve community groups and these are effective we will endeavour to maintain those methods during successive stages. Where pre-application consultation takes place it should be arranged so that consultees are kept involved and can be informed of the eventual planning application. We will maintain a (post and email) mailing list for all those who wish to be kept informed of progress on the LDF and we will add to it those who comment at any stage.

3.22 We will also ensure a two-way flow of information exists between planning and other council consultation. The council carries out numerous consultation exercises and has established the internal Consultation Board to coordinate these processes and ensure dissemination of results so that all parts of the council can benefit from the overall understanding of community views from the various exercises. Conversely, the LDF process will draw on the results of consultation on the Community Strategy mid term review (2004/05) and other local strategies and the Local (Transport) Implementation Plan. We shall also consider the results of consultation carried out by partner organisations. These are listed in the Local Development Scheme.

Making the most of information technology

3.23 Increasingly, information technology can be used to improve both communication and consultation with the community. Although, it must be recognised that many people do not have appropriate access or may not wish to use such methods, we aim to make electronic methods of communication and information dissemination available for those who do wish to use them. We will communicate by email with all those who wish to use this method.

3.24 Planning applications are available to view on the website and comments can be emailed directly. Weekly lists of planning applications are emailed to those who request them at no charge and we will be putting the list on the website in 2005. The planning service meets all the Pendelton criteria (see Glossary).

Responsible resourcing

3.25 Undertaking community involvement, particularly in the development plan process, can be a resource intensive task both for the council and those who are being consulted. Planning needs to be efficient and have regard to available resources and statutory timescales. The extent of community involvement must be balanced with the objectives of efficient decision making. Therefore, when considering the type and level of community involvement to be undertaken we will need to balance the resources available against other issues, such as the need to maintain programmes. Equally, we also need to consider the capacity within the community to respond, and avoid over-consulting or creating consultation fatigue. We will ensure that development plan and other planning processes link in with other consultation exercises, and public opinion surveys, involving other council documents, for example future reviews of the Community Strategy.

3.26 Planning processes can seem complicated so we will aim to explain them as clearly as possible. We have already held a meeting with representatives of community groups to explain and discuss the LDF process (see Appendix 3 for list of attendees), and also to discuss community engagement in planning (as part of our Planning Best Value Review).

Monitoring effectiveness

3.27 We will regularly evaluate the effectiveness of consultation, in particular the effectiveness of the methods we use, the number of responses we receive, the type of responses we receive and how the comments made have helped improve decision making. In this way we can learn lessons and improve future consultation on planning. We will also disseminate evaluation results within the council (via the Consultation Board) to help inform future consultations and identify good practice.

Appendix 1. COMMUNITY INVOLVEMENT FOR THE LOCAL DEVELOPMENT PLAN FRAMEWORK

- Community involvement will be essential to draw up the following parts of the LDF which are described in more detail in the Local Development Scheme:
- Development Plan Documents (DPDs) (Appendix 1a). These will set out planning policies to replace the UDP and must be in general conformity with the London Plan. These documents will have an examination in public before an independent Inspector. The Inspector's recommendations for any changes are binding on the council.
- Supplementary Development Documents (SPDs) (Appendix 1b). These will provide additional guidance on the application of development plan policies. The Council will approve SPDs without an independent examination after considering public comments.
- Sustainability Appraisal Report. Sustainability appraisal is an integral part of the LDF process and also involves consultation. This will coincide with specific DPD and SPD stages as indicated in Appendices 1a and 1b.

Appendix 1a: Key stages and community involvement for Development Plan Documents and sustainability appraisal

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
What happens at this stage?	Consultation on the issues and options for dealing with them identified at this early stage. Opportunity to raise other issues and options.	Consultation on the council's preferred policy options for the LDF and the draft sustainability appraisal report.	Comments can be made on proposed detailed policies.	This is held under an independent Inspector. Anyone can appear and/or submit written evidence.	The Inspector reports with required changes to the DPD. The council adopts the amended DPDs. There is no consultation at this stage.

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
How long is each stage?	There is no fixed period. For the first round of DPDs this will last for about 3 months from late September 2005.	The period is set by the Government as 6 weeks.	The period is set by the Government as 6 weeks.	The length of the examination depends partly on the number of people who wish to appear and how the Inspector organises the examination.	There is no opportunity for comment or change after the Inspector's report is received.
THIS IS WHAT WE WILL DO					
What documents will be available?	Issues and options documents and summary document	Preferred options documents and summaries. Comments made at previous stage. A draft sustainability report. Reports on consultation at the previous stage.	DPDs. Comments made at previous stages. Sustainability Appraisal report. Reports on consultation at the previous stage.	Representations made at previous stage and evidence submitted to the EIP by the council and others. The Inspector decides who appears at the EIP.	The Inspector's report and the adopted DPDs
How will documents be made available?	<p>All documents that we publish will be available:</p> <ul style="list-style-type: none"> • on the council website to be seen or downloaded free of charge • to be seen at the LDF information points (Appendix 5) (which also have access to the council website) • for purchase or free of charge depending on size and printing cost: in person at the Environment Department, Hammersmith Town Hall or by post 				

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
	<p>We will make our documents available in larger print on request; and provide translations of summaries on request. Audiotape summaries will be prepared and distributed as requested.</p> <p>All comment and other documents that are received as part of consultation will be copied and made available for others to see at LDF information points (Appendix 3). All evidence submitted to the Examination in Public will be made available in the EIP library. We will encourage everyone to submit documents electronically so that they can be easily made available on our website.</p>				
Who will we consult or notify?	<p>We will invite comments from:</p> <ul style="list-style-type: none"> • General public • Statutory consultees as identified in PPS12 Local Development Frameworks • Representative organisations (see Table 3.2) • Mailing list of those who tell us they wish to be consulted or notified and those who have commented at previous stages 			<p>Notice of the EIP to those we have previously consulted. The Inspector's programme officer will contact all those who make representations on the DPDs.</p>	<p>Notice of the adoption to all those who we have previously consulted, or made representations on DPDs or who took part in the EIP.</p>
How will we notify you?	<p><u>General public</u> Notice in HFM (Council magazine) and local newspapers (eg the Gazette) and council web-site Notices at LDF public information points and distributed to community organisations for their notice boards and public posters on council notice boards. The website will have advance information of all consultation opportunities. We will also use websites of our partners where appropriate.</p> <p><u>Other consultees</u> Letter, or email where this is their preferred method of communication. All notices and letters will give details of purpose and scope of consultation and when and how to take part.</p>				

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
	We will make arrangements with organisations representing black and minority ethnic groups, and disabled people to ensure that appropriate methods are used to notify people for whom written English is not a suitable means of communication. Notifications will also be available in larger print on request.				
How will we consider your comments?	The results of consultation will be reported to our Leader's Committee. We will make the Leader's Committee reports available on our website and at Hammersmith Town Hall.			The examination Inspector will consider comments made at the submission DPD stage and the council's response at the independent examination stage.	The Inspector's recommendations for revisions must be incorporated in the adopted DPD.

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
Giving feedback	<p>We will prepare a summary of the comments and write to all participating consultees to inform them of its availability in time for the start of the next stage. After the comments have been considered by the Leader's Committee we will write to all those who commented with our response to individual comments and how these were considered.</p> <p>We will make summaries of comments and our response to these publicly available at the Environment Department, Hammersmith Town Hall and on our website. We will make the minutes of our Leader's Committee meetings (including confirmed decisions) publicly available at Hammersmith Town Hall and on our website.</p>		<p>We will prepare a summary of all comments received at the end of the consultation period, and write to all participating consultees to inform them of its availability in time for preparation of evidence for the EIP.</p>	<p>We will write (by post or email) to all participating consultees with details of the result of the examination. The Inspector's Report will be published on the council website</p>	
THIS IS WHAT YOU CAN DO					
How can you get more information or take part in discussions?	<p>Officer contacts will be available to provide information at the Environment Department reception, and 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, as you wish, within 24 hours.</p>				

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
		<p>During the preferred options and submission stages (6 week periods) we will provide the service by telephone from 8.15 a.m. to 7.15 p.m. on working days and 9 a.m. to 12 noon on specified Saturdays.</p>			

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
	<p>Local area workshops for public, special interest organisations and businesses in Sands End, Fulham, Hammersmith and Shepherds Bush. We will also hold workshops on particular topics, including on disability, business issues and housing. We will engage with Community & Voluntary Sector Network forums. We will give at least four weeks notice of meetings in HFM, on the website and in letters or emails.</p>	<p>Area and topic workshops organised on the basis of experience of Stage 1. Fewer workshops will be possible in view of statutory time limit.</p>	<p>Area drop-in sessions to provide information on this stage.</p>	<p>The Inspector will arrange a pre-meeting to explain the process for the EIP.</p>	<p>The Inspector's report is binding on the council so there is no opportunity for further discussion.</p>
	<p>Meetings with the Local Agenda 21 Forum will focus on the sustainability appraisal.</p>				

	Stage 1 ISSUES AND OPTIONS	Stage 2 PREFERRED OPTIONS	Stage 3 SUBMISSION DPDS	Stage 4 INDEPENDENT EXAMINATION IN PUBLIC	Stage 5 ADOPTION
How can you give us your views?	<p>Written comments by post, faxed, minicom or email. Where people are unable to provide written comments we will consider requests to provide comments in other formats.</p> <p>We will send you an acknowledgement of your comments within 3 working days of receipt, preferably using email. We will not respond to comments at this stage.</p> <p>We will take notes of what is said at public events but these cannot be used as formal comments.</p>			<p>The Inspector will decide the format for the examination in public which may include: formal evidentiary sessions, informal hearings, round table discussions and written representations.</p>	<p>The Inspector's report is binding on the council so there is no opportunity for further discussion.</p>
Where can you see what other people have said?	<p>We will make copies of all written comments available within 3 working days at the Environment Department reception at Hammersmith Town Hall.</p>				

Appendix 1b: Key stages and proposed consultation methods for Supplementary Planning Documents and sustainability appraisal

	Issues and options (for SPDs this will not normally involve general public consultation)	Draft supplementary planning document	Adoption by the council
What can you do?	You can comment on any documents that are published.	You can comment on the draft SPD and its sustainability appraisal report	
How long is each stage?	Variable depending on the subject and complexity	6 weeks	
Who will we consult or notify?	Where appropriate we will informally consult <ul style="list-style-type: none"> • Relevant statutory consultees • Relevant organisations and community groups on our mailing list (postal and email) 	We will consult: <ul style="list-style-type: none"> • Relevant statutory consultees • Relevant representative organisations depending on the subject groups • General public 	Within 10 working days we will notify <ul style="list-style-type: none"> • Relevant statutory consultees • All consultation participants. • General public
How will we notify you?	By post and email	As for submission DPDs.	As for adoption of DPDs.
How will documents be made available?	Draft documents will be made available direct to consultees.		As for adoption of DPDs.
How you can get more information or take part in discussions?	Where appropriate we will hold meetings with relevant organisations and community groups.		
How can you give us your views?	As for DPDs		
Consideration of comments and feedback	As for DPD preferred options stage.		

Appendix 2: Planning applications and pre-applications consultation

Categories of scheme that may require different levels of consultation at application and pre-application stage
<p>Tier level 1</p> <p>These are normally very major schemes that are likely to have considerable issues of scale or impact over a wide geographical area. This includes proposals that:</p> <ul style="list-style-type: none"> • are so large that they would need to be referred to the Mayor of London or Secretary of State if the council was minded to approve; • are clearly substantial potential departures from the development plan (or where there is a substantially different approach between the London Plan and the local development plan); • need an Environmental Impact Assessment • have, for some other reason, substantial potential controversy over a wide area beyond the vicinity of the site <p>We would expect the developer of these schemes to hold pre-application consultation from an early stage of scheme preparation, using methods identified in Tables 3.4 and 3.5.</p>
<p>Tier level 2</p> <p>These are major schemes and will normally require consultation in an area that covers at least the surrounding streets but possibly in a wider area depending on the scale of the proposal and initial assessment of likely impacts. The factors that could influence the extent of consultation could include:</p> <ul style="list-style-type: none"> • a substantial impact on a conservation area or the Thames Policy Area, or a Grade 1 listed building; • issues of local traffic impact or requiring a Transport Impact Assessment; • a likely significant impact on the capacity of local facilities such as schools, shopping, health or public open spaces; • buildings of substantially greater height than the surroundings; • a significant intensification of the use of the site. <p>We would encourage developers to carry out pre-application consultation appropriate to the scale and impact of the scheme.</p>
<p>Tier level 3</p> <p>These are minor schemes but they may appear to raise particular issues beyond the immediate vicinity of the site, such as those for Tier level 2; or involve significant departures from the development plan. Consultation may be required beyond the neighbouring properties, and pre-application consultation by the applicant may be appropriate on particular issues.</p>
<p>Tier level 4</p> <p>These are minor schemes where any implications will be in the immediate vicinity of the site. This includes most householder applications, such as for residential extensions. Statutory consultation requirements are sufficient, namely site notices, neighbour notification in the immediate surroundings and local advertisement in newspapers where required.</p>

Consultation on planning applications and at pre-application stage

Stages	Applications (Pre-application consultation should generally follow the same approach, as indicated)	Consideration of planning applications and representations
What can you do?	You can comment on planning applications	You can attend Planning Applications Committee, but less than 10% of applications are considered by the Committee. The rest are determined by officers.
How long do you have to comment?	Minimum period of 21 days, or as otherwise stated in any related published documentation	All comments received prior to the decision will be taken into account
Who will we consult or notify, and how will we notify?	<p><u>All tiers</u> Site notice(s) will be placed or neighbour notification carried out by letter. In addition, newspaper adverts where required by regulations, website, weekly list, and statutory consultees where required.</p> <p>Any application involving a listed building or redevelopment in a conservation area or archaeological protection area: letter or email to relevant Amenity Organisations (see Table 3.2)</p> <p>Any application affecting a nature conservation area: letter or email to community Ecological Organisations and the GLA's biodiversity strategy unit.</p> <p>Letters or email to Special Interest Organisations where relevant. (e.g. Hammersmith and Fulham Action on Disability HAFAD) (see Table 3.2)</p>	<p>We will give notice of the decision on the planning application to all those who commented in writing (unless agreed otherwise in case of special needs formats) where we have contact details; by post or email.</p> <p>The decision will also be on our website.</p>

Stages	Applications (Pre-application consultation should generally follow the same approach, as indicated)	Consideration of planning applications and representations
	<p><u>Tier levels 1-2 applications</u> Letters by post, or direct mail drop, to residential, business and other addresses in an area identified as having the most direct local impact from the proposal.</p> <p>Letters or email to Tenants and Residents Associations, Community organisations operating in the ward; and adjacent wards for Tier level 1 and, where appropriate, Tier level 2.</p> <p>Letters or email to Business Organisations where relevant.</p> <p><u>Tier Level 3 applications</u> The extent of consultation will be considered on a site by site basis depending on the likely impacts.</p> <p>For pre-application consultation, the developer should follow the same approach as for applications although leaflets may be used instead of letters. Additionally, the developer should agree in advance with the council the approach to be taken to engaging with different sectors of the community in the relevant area.</p>	
<p>How will documents be made available?</p>	<p>Copies of planning applications available at Hammersmith Town Hall Extension third floor reception, and website.</p> <p>Planning applications are available to view at Hammersmith Town Hall, and those made since 23 June 2004 can be seen on the council web site).</p> <p>For pre-application discussions the developer should make information available to view in the locality and on its website.</p>	<p>Where an application is being reported to the planning applications committee we will make the agenda available 5 working days before the committee meeting: on our website, at Hammersmith Town Hall, and at public libraries.</p> <p>A copy of decision letter on the statutory register held at Hammersmith Town Hall and website.</p>
<p>How you can</p>	<p>For all applications the name of an officer contact will be</p>	

Stages	Applications (Pre-application consultation should generally follow the same approach, as indicated)	Consideration of planning applications and representations
get more information or take part in discussions?	<p>included in notifications, for contact on the phone, by letter or email; and for discussion at our reception by appointment. For pre-application consultation the developer must have clear contact details for more information.</p> <p>At application stage, in the case of some Tier level 1 and possibly Tier level 2 schemes, it may be appropriate for there to be public meetings and/or exhibitions at suitable venues. This will be a site by site judgement and these events should be led by the applicant.</p> <p>At pre-application stage, the developer should hold public meetings and exhibitions for Tier Level 1 schemes and some Tier Level 2 schemes; and include information about the proposals in publicity leaflets distributed in the relevant area.</p>	
How can you give us your views?	<p>The consultation period will be for a minimum period of 21 days. Tier level 1 and Tier level 2 schemes may have an extended period. However, all comments received prior to the decision will be taken into account.</p> <p>Written comments may be posted, faxed or emailed. Where people are unable to provide written comments we will consider requests to provide comments in other formats.</p> <p>We will make copies of comments received publicly available on request at Hammersmith Town Hall.</p>	
	<p>The timescale for pre-application consultations should be substantially longer than the statutory period for applications. For Tier Level 1 schemes, we would encourage initial consultation on issues and options before schemes are drawn up for consultation. A variety of consultation methods* should be considered (see tables 3.4 and 3.5).</p>	

Stages	Applications (Pre-application consultation should generally follow the same approach, as indicated)	Consideration of planning applications and representations
Consideration of comments and decision making	We will consider all consultation comments before making a recommendation.	We will summarise all relevant comments received in the planning application report to be considered by the planning Applications Committee or officers under delegated powers. The comments will be addressed within the body of the report.
	For pre-application consultation, the developer should prepare a report on the results of consultation and show how comments have been considered and taken into account. This report should be made available to the council at application stage.	
Giving feedback	<p>Depending on the scale and nature of any revisions to application, we will notify consultation participants.</p> <p>Any pre-application consultation report should be made available for anyone who wishes to read it.</p>	<p>Where an application is being reported to the Planning Applications Committee we will make the minutes of the meeting (including confirmed decisions) publicly available at Hammersmith Town Hall and on our website.</p> <p>Copies of delegated decision reports will be made available at the Town Hall and on the website once the application has been decided</p>

Appendix 3 LDF Information points

Hammersmith Town Hall Extension third floor: Environment Department reception, King Street, London W6 9JU

Fulham Town Hall Housing Office, Fulham Road, London, SW6 1ET

Public reference libraries, namely

- Hammersmith Library, Shepherds Bush Road, London, W6 7AS
- Shepherds Bush Library, 7 Uxbridge Road, London, W12 8EE
- Fulham Library, 598 Fulham Road, London, SW6 5NT

Hammersmith Broadway Information Centre, Queen Caroline Street, London, W6 9YD

Appendix 4 Glossary

(note: terms in *italics* are explained elsewhere in the glossary)

Community strategy: local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to *Local Strategic Partnerships*, which include local authority representatives.

Core strategy: set 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 will have the status of a *Development Plan Document*.

Development plan: as set out in Section 38(6) of the Act, an authority's development plan consists of the relevant Regional Spatial Strategy (or the Spatial Development Strategy in London) and the *Development Plan Documents* contained within its *Local Development Framework*.

Development plan documents: spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the *development plan* for a local authority area 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 generic Development Control Policies, can be produced. They will all be shown geographically on an *adopted proposals map*. 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*.

Generic development control 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 *Core Strategy*. They may be included in any *Development Plan Document* or may form a standalone document.

Issues and Options: produced during the early production stage of the preparation of *Development Plan Documents* and may be issued for consultation to meet the requirements of Regulation 25.

Local development document: the collective term in the *Act* for *Development Plan Documents*, *Supplementary Planning Documents* and the Statement of Community Involvement.

Local development framework: the name for the portfolio of *Local Development Documents*. It consists 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*. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of *the Act*.

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.

London plan: the Spatial Development Strategy for London. The Plan came into effect in February 2004 and sets out an integrated social, economic and environmental framework for the development of London over the next 15-20 years. It provides the London wide context within which individual boroughs set their local planning policies.

Pendleton Criteria: used to survey local authorities e-planning capabilities.

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

Preferred options: produced as part of the preparation of *Development Plan Documents*, and is issued for formal public participation as required by Regulation 26.

Proposals map: the adopted proposals map illustrates on a base map all the policies contained in *Development Plan Documents*, together with any saved policies. 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 Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Supplementary plan documents: provide supplementary information in respect of the policies in *Development Plan Documents*. 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 development documents.

Unitary development plan: sets out the Council's framework for development, development control and conservation in the borough. These plans will be replaced following changes to the development plan system.