



## Planning Services

# Statement of Community Involvement



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**Planning Service**

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Bengali

Dies ist eine Kopie der angenommenen Erklärung über die Einbeziehung der Gemeindeglieder/innen in die Planung örtlicher Entwicklung der Gemeinde Redbridge (Statement of Community Involvement). Die Erklärung erörtert, wie Sie bei der Vorbereitung und Überprüfung der Rahmenbedingungen örtlicher Entwicklung und der Berücksichtigung von Bauplanungsanträgen, die von der Gemeinde erstellt werden, mitwirken können.

Falls Sie weitere Informationen bezüglich des Inhaltes der Erklärung wünschen, rufen Sie bitte folgende Telefonnr. an und geben Sie das Aktenzeichen RBSC/06/10 an: 020 8430 3040

German

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Greek

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જો તમને આમાં આપવામાં આવેલા વિષયો વિશે વધુ માહિતી જોઈતી હોય તો, મહેરબાની કરીને ટેલિફોન 020 8430 3040 પર કરો અને હવાલા નંબર RBSC/06/10. આપો.

Gujarati

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Hindi

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Lithuanian

Jest to kopia przyjętego Oświadczenia o Udziale Społeczności Lokalnej Gminy Redbridge. Dokument ten informuje o szczegółach, w jaki sposób możesz pomóc Zarządowi Gminy w przygotowaniu i rewizji Planu Rozwoju Lokalnej Infrastruktury i rozpatrywaniu projektów planowania przestrzennego.

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Polish

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ਜੇ ਇਸ ਦੇ ਵਿਸ਼ੇ ਬਾਰੇ ਤੁਸੀਂ ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਮਿਹਰਬਾਨੀ ਕਰਕੇ RBSC/06/10 ਦਾ ਹਵਾਲਾ ਦੇ ਕੇ 020 8430 3040 ਤੇ ਫ਼ੋਨ ਕਰੋ।

Punjabi

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Somali



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Kama ukitaka maelezo zaidi kuhusu masuala haya, tafadhali piga nambari hii ya simu 020 8430 3040 na ukitaja ref no RBSC/06/10.

Swahili

சமூகம் பங்குபற்றுதல் பற்றிய றெட் பிறிட்ச் அறிக்கையின் ஒரு பிரதியாகும் இது. உள்ளூர் அபிவிருத்தி திட்டமைப்பைத் தயாரித்து மறுபரிசீலனை செய்தல் தொடர்பாகவும் திட்டமிடல் விண்ணப்பங்களைக் கவனித்தல் தொடர்பாகவும் கவுன்சிலுக்கு உதவுவதில் நீங்கள் எவ்வாறு பங்குகொள்ள முடியும் என்பது பற்றிய விபரங்களை இது தருகின்றது.

இதன் உள்ளடக்கங்கள் பற்றி மேலதிக தகவலை நீங்கள் விரும்பினால், RBSC/06/10 எனப்பட்ட குறிப்பிலக்கத்தைத் தெரிவித்து, தயவுசெய்து 020 8430 3040 இல் தொடர்புகொள்ளவும்.

Tamil

Bu belge, inşaat ve imar işlerinde Toplum Katılımı konusunda Redbridge Belediyesi'nin kabul ettiği imar beyannamesi hakkındadır. Yerel İmar Çerçeve Planı'nın hazırlanıp gözden geçirilmesi sırasında ve imar başvuruları incelenirken aktif olarak bu sürece katılıp belediyeye nasıl yardımcı olabileceğiniz konusunda burada ayrıntılı bilgiler verilmektedir.

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Turkish

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RBSC/06/10

Urdu

Èyi ni àdàkò Òrò Ìfowósowópò Pèlu Agbègbè Èni ti Redbridge yan. Iwe yi s' alaye bi a se le fi owó s'owopò pèlu ijoba agbègbè l'ati s'ètò ati l'ati gbé iwe Ètò Idàgbàsókè Agbegbe yewo, pelu bi a ti se n s'eto iwe ti awon ara ilu ko lati tun ibugbe won se.

Ti e ba fe alaye kikun nipa iwe yi, e jowo pe 020 8430 3040, ki e fun won ni nomba RBSC/06/10.

Yoruba

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# **Section 1**

## **Introduction**

### **1.1 Introduction**

- 1.1.1 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 their Local Development Framework.
- 1.1.2 This Statement of Community Involvement sets out the London Borough of Redbridge's approach for involving communities and stakeholders in the preparation and review of the Local Development Framework and the consideration of planning applications. ..
- 1.1.3 A Glossary of Terms is included at Appendix 5.

### **1.2. Context – Community Engagement**

- 1.2.1 Strengthening community and stakeholder engagement is a key objective of the new planning system, particularly in terms of preparing and revising the Local Development Framework as well as considering planning applications.
- 1.2.2 In terms of the Local Development Framework, the involvement of communities, stakeholders and organisations with commercial interests in planning matters is now to be 'front-loaded'. 'Front-loading' means more active involvement of these groups earlier in the plan preparation process than has traditionally been the case. The aim is to seek consensus on essential issues early in the process. Front-loading also offers people and organisations an opportunity to influence plan content by sharing their knowledge and views with planners. Where consensus is difficult to achieve, front-loading allows the maximum opportunity for participants to understand each other's positions and to negotiate. This will ensure that any issues are clearly understood by the time documents are subject to independent examination.
- 1.2.3 It is recognised that the benefits of community engagement are widespread, and include:
  - Strengthening the evidence base for plans, strategies and planning decisions;
  - Promoting community commitment to the future development of an area;
  - Promoting regeneration and investment;
  - Fostering ownership and strengthening delivery;
  - Ensuring that decisions are made in full knowledge of local views.

### **1.3. Statement of Community Involvement**

- 1.3.1 To achieve the objective of strengthening community and stakeholder involvement in planning matters, planning authorities are required to produce Statements of Community Involvement. Statements of Community Involvement set out the Authority's:



- Approach for engaging communities in preparing and revising local development documents as well as considering planning applications; and
  - Proposals for ensuring the active, meaningful and continued involvement of local communities and stakeholders throughout both processes.
- 1.3.2 The Redbridge Statement of Community Involvement sets out the Council's approach for involving communities in the preparation and revision of local development documents and considering planning applications. It recognises the importance of community knowledge and expertise and seeks to utilise this resource to try and ensure that new Plans and planning decisions reflect realistic local aspirations.
- 1.3.3 A number of aspects are covered in the Statement of Community Involvement, including:
- Its links with other community involvement initiatives.
  - Identification of the community groups that need to be involved and the techniques required to effectively involve them both informally and formally. The techniques identified vary according to the different stages of preparation of local development documents and types of planning application and for different groups, including those people who are not easy to reach using conventional methods of public participation.
  - Demonstrating that the process of involvement can be resourced and managed effectively.
  - How the results will feed into the preparation of local development documents.
  - The various points at which the community will be engaged in preparing local development documents.
- 1.3.4 The Statement is not an end in itself but a means of improving the quality of the planning process. It seeks to ensure that an appropriate type and scale of engagement is undertaken in relation to the type of development or the aims of the local development document in question. It does not seek to establish complex processes of community engagement, but rather set out a balanced and logical approach which will reach relevant sectors of the community.
- 1.3.5 Once adopted, all Local Development Documents and planning applications should be prepared, reviewed and considered in accordance with the engagement processes outlined in the Statement of Community Involvement. In the case of Development Plan Documents, authorities are required to submit a statement of compliance with each submission development plan document, setting out in detail exactly how the community involvement requirements for that particular Plan have been met.

#### **1.4. Objectives**

- 1.4.1 The objectives of the Redbridge Statement of Community Involvement are to:
- Set out the Council's approach for involving the community in the preparation and revision of Local Development Documents and considering planning applications.

- Identify the key stages of the local development document preparation process.
- Establish who the local communities and stakeholders are.
- Consider which methods of community involvement to use and when.
- Consider the resources involved.
- Set out the process for reporting back to communities.
- Discuss with local communities the possible nature and scale of their involvement.
- Build on mechanisms and methods for consultation already established.

## **1.5. Relationship with Other Documents**

1.5.1 There are several important documents influencing the Statement of Community Involvement, including the Council's Vision, the Community Strategy (prepared by the Redbridge Strategic Partnership), the Redbridge Compact, the draft Redbridge Corporate Consultation Framework and the Redbridge Local Development Scheme.

### **1.5.2 Council's Vision**

The Council's Vision states that 'Our ambition is to make Redbridge a better place to live'. In terms of the Statement of Community Involvement, this can be achieved by ensuring that all of the community have the opportunity to help shape the area in which they live.

### **1.5.3 Community Strategy**

The Community Strategy aims to improve the quality of life for all of the people living in Redbridge over the period to 2013. It facilitates a collaborative approach between the Council and key service providers to ensure that each is working towards complementary and common goals, reflecting local community priorities. The key players in this process have formed as the Redbridge Strategic Partnership and include representatives from Redbridge Council for Voluntary Services, Metropolitan Police, Redbridge Racial Equality Council, Redbridge Primary Care Trust, the London Borough of Redbridge, local businesses and the people of Redbridge.

1.5.4 The Community Strategy is based on five complementary Ambitions which are key to the Statement of Community Involvement and engaging with the local community.

Ambition 1: To make Redbridge safer by increasing personal safety and reducing violent crime; creating safer streets and neighbourhoods; and working with young people.

Ambition 2: To promote a positive attitude to the environment and have a cleaner, greener Redbridge by protecting the environment, enhancing green open spaces; minimising waste; and providing effective public transport and reducing traffic congestion.

Ambition 3: To improve peoples' health, care and well-being by delivering quality modern services to everyone, when and where they are needed; being healthy; giving children a healthy start to life; and promoting a culture of 'feel good, feel better!'

Ambition 4: To give people the skills and opportunities to make the most of

their lives by providing quality education and chances for young people and adults; raising awareness that education and training are important in improving quality of life; overcoming barriers to taking part in learning and training; and promoting a culture of 'feel good, feel better!'

Ambition 5: To develop and support the Redbridge economy by fostering partnerships and enterprise; building on what we have; improving the image of Redbridge; maximising peoples' potential; and providing suitable homes.

1.5.5 The Redbridge Strategic Partnership Core Group and Five Cluster Groups: Lifelong Learning, Health, Environment, Safer Communities and Economy act as "Focus Groups" for the preparation of the various Local Development Framework Documents. In addition, existing organisations work in partnership with Redbridge to consult particular groups i.e. Faith and Community organisations and Redbridge Council for Voluntary Services.

1.5.6 **The Redbridge Charter for Development Control**

The Redbridge Charter for Development Control sets out the various stages in the planning application process, from pre-application discussions to determination and the service levels which applicants should expect to receive from Planning Officers. It also explains monitoring procedures after a proposal has been determined.

1.5.7 **Redbridge Compact**

The Statement of Community Involvement also builds on the Redbridge Compact, a joint agreement between the Council and the local voluntary and community sector. The purpose of the Compact is to promote good working arrangements between the Council and the voluntary and community sector, to promote trust, co-operation and improved relationships. Working in partnership with this sector, the London Borough of Redbridge will be able to reach out to those groups that remain under-represented or uninvolved in the planning process. The Compact and the supporting Code of Practice are an important component of the Redbridge Strategic Partnership and the delivery of the Community Strategy.

1.5.8 **Draft Redbridge Corporate Consultation Framework**

The Council is in the process of preparing a draft Corporate Consultation Framework. The aim of this Framework will be to ensure effective community involvement at appropriate times and at the appropriate level to ensure that the local community has the opportunity to participate and be involved in key decisions that may affect their area. Once this has been prepared the Statement of Community Involvement may need to be reviewed to ensure conformity between the two documents.

1.5.9 **Redbridge Local Development Scheme**

As detailed in Appendix 1, the Statement of Community Involvement forms part of the Local Development Framework. In particular, the Statement of Community Involvement complements the Local Development Scheme in that it sets out how the planning authority will consult on planning matters timetabled in the latter. The Local Development Scheme should therefore be read in conjunction with the Statement of Community Involvement to ascertain when the planning authority intends to undertake engagement.

## 1.6. Structure of the Statement of Community Involvement

1.6.1 The Statement of Community Involvement is divided into five sections:

- **Section 1** (this section) introduces the Statement of Community Involvement, outlining its purpose and benefits as well as setting out its relationship with other documents.
- **Section 2** outlines consultation arrangements in terms of the preparation of Local Development Documents (for the Statement of Community Involvement, statutory Development Plan Documents and non-statutory Supplementary Planning Documents).
- **Section 3** outlines the planning application process and the Council's preferred engagement techniques in this regard.
- **Section 4** lists the various types of community and stakeholder groups identified for consultation. It also explains the Council's approach to identifying and reaching the 'hard to reach' groups and how consultation will be focused in terms of these groups.
- **Section 5** explains processes for reporting back comments and responses received in respect of community engagement and monitoring arrangements. It also indicates at what stage a review of the Statement of Community Involvement may be required.

## **Section 2**

### **Local Development Framework Consultation Arrangements**

#### **2.1. Background**

2.1.1 Legislation requires that formal community and stakeholder engagement is undertaken at key milestones during preparation of the Local Development Framework. This Section sets out at what stage in the Plan preparation process community engagement will be undertaken and outlines the Council's preferred engagement techniques. For those unfamiliar with recent changes to planning legislation, Appendix 1 summarises the key elements of the new system.

#### **2.2. Local Development Framework – Consultation Arrangements**

2.2.1 As explained in Appendix 1, Local Development Documents can either be statutory (Development Plan Documents) or non-statutory (Supplementary Planning Documents), with both forms of Documents covering Borough-wide issues and more localised matters. It is also likely that some documents may be quite complex and technical in their content (e.g. Sustainable Construction Supplementary Planning Document). For these reasons, it is necessary to ensure that community engagement is appropriately focused and that the extent of involvement relates to the geographical coverage of the Plan being prepared.

2.2.2 Figure 1A and Figure 1 identify the key milestones in preparing Local Development Documents, Development Plan Documents (as outlined in the Local Development Scheme) the outputs anticipated at each stage, the type of community engagement the London Borough of Redbridge proposes to undertake and whether this exceeds statutory legislative requirements. Figure 2 illustrates a similar process in terms of Supplementary Planning Documents.

2.2.3 The community engagement proposed to be undertaken by the London Borough of Redbridge in Figures 1 and 2 applies to Development Plan Documents and Supplementary Planning Documents. Where Development Plan Documents and Supplementary Planning Documents are being prepared for more localised areas, the extent of the community engaged in the Plan preparation process will reflect the geographical coverage of the Plan being prepared. Similarly, where Plans are being prepared of a specific nature (such as Shop Fronts in Conservation Areas), and do not affect the whole of the community, engagement will be directed to those most affected (e.g. shop owners and residents working and living in the Conservation Area). However, although an individual or organisation may not have been specifically consulted on a document they can still make comments and respond to the consultation. Notwithstanding the extent of community engaged in the Plan preparation process, the approach outlined in Figures 1 and 2 will be applied.

2.2.4 Where several Plans are being prepared simultaneously, the Council will, as far as possible, attempt to co-ordinate community engagement to ensure that it runs concurrently with all the Plans being prepared. However, this may not always be practical, particularly if Plans being prepared are quite different in their content (i.e. some Plans may be relevant to the whole of the borough, whereas others (Area Action Plans) may only be relevant to specific areas). In such instances,

consultation will be directed accordingly and in accordance with the preferred techniques outlines in Figures 1 and 2.

- 2.2.5 Given the complexities and technical nature of Sustainability Appraisals, engagement will initially be targeted towards statutory environmental agencies and stakeholder groups with a sustainability remit or environmental interest. However, Sustainability Appraisals will also be publicised on the Redbridge website and available to the general public on request.

### **2.3 Project Management and Resources**

- 2.3.1** The London Borough of Redbridge's Local Development Scheme sets out the resources that will enable the demands of the Local Development Framework to be met. A Member/Officer Local Development Framework Working Team has been formed to guide progress of ten Officers from the Planning Policy section who are contributing to the production of various Local Development Documents and Supplementary Planning Documents. In addition, two Conservation Officers and one Urban Designer will also contribute to the production of various Local Development Documents as required.
- 2.3.2** Options are being explored for seconding specialist staff from other service areas on to various projects. Where limitations arise relating to technical or specialist tasks, Consultants may be appointed.
- 2.3.3** Consultation will be "fit for purpose." The Council will ensure that appropriate levels of resources are allocated to involve the community. To encourage more meaningful consultation at the various stages of planning, applicants are being encouraged to deliver some of the consultation techniques.
- 2.3.4** Redbridge will also draw on the expertise of Organisations that already exist to help deliver consultation to specific groups i.e. Redbridge Council for Voluntary Services, Faith and Community Groups etc



**Figure 1A**  
**Statement of Community Involvement – Local Development Framework**  
**Preferred Engagement Techniques (See also Appendix 4)**

	<b>LDS Key Milestone</b>	<b>Outputs</b>	<b>Statutory* Requirements and Redbridge Approach</b>
1.	Scoping: Early Stakeholder Involvement & Evidence Gathering.	Identification of issues relevant to Local Development Document.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Consultation with the Mayor of London, local planning authorities whose area is in or adjoins Redbridge and the Highways Agency (Reg 25 (2));</li> <li>• Give notice by local advert (Reg 26).</li> <li>• Period of six weeks allowed for formal comments to be submitted (Reg 27).</li> </ul>
2.	Preparation of Draft Statement of Community Involvement	Drafting of various Options to address the issues identified.	<p>No statutory requirement to consult.</p> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• One to one meetings with key External Stakeholders.</li> <li>• One to one meetings with key Internal Stakeholders.</li> </ul>
3.	Consultation on Draft Statement of Community Involvement	Publication of Draft Statement of Community Involvement Options Report.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Documentation to be available for public inspection (at planning authority's principal office and other places considered appropriate); published on the authority's web-site; forwarded to those bodies consulted under Reg 25; and give notice by local advertisement (Reg 26).</li> <li>• A period of 6 weeks allowed for comments to be submitted (Reg 27).</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Publicity in local press.</li> <li>• Publicity posters displayed at prominent locations throughout the Borough including council notice boards.</li> <li>• Reports to all Area Committees and the Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group (see Appendix 4).</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• Translation services offered.</li> </ul>

4.	Submission of Local Development Document to Inspectorate & Consultation on submission Local Development Document	Publication of submission Local Development Document, and Consultation Statement	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Documentation to be submitted to the Secretary of State and publicised in accordance with the requirements set out in Reg 26 (see 1 above). (Reg 28)</li> <li>• A Period of six weeks allowed for formal comments to be submitted (Reg 29).</li> <li>• Give notice by local advert (Reg 28)</li> <li>• Notification also to anybody who has requested to be notified of the submission. (Reg 28)</li> <li>• Any representations received to be publicised in accordance with the requirements set out in Reg 26 and sent to Secretary of State (see 1 above). ((Reg 31)</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Publicity in local press.</li> <li>• Publicity posters displayed at prominent locations throughout the Borough including council notice boards.</li> <li>• Reports to all Area Committees and the Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• Translation services offered.</li> </ul>
5.	Examination	Inspector's examination of Local Development Document.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Notification to all those bodies who made representations, of details at least 6 weeks before the examination. (Reg 34)</li> <li>• Examination details also to be advertised in the local press and published on the web site. (Reg 34)</li> </ul> <p>Redbridge propose to meet these requirements.</p>
6.	Adoption	Publicise Inspector's recommendations and reasons; the Local Development Document; the adoption	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Publication of the Inspector's report at the places under Reg 26 (see 1 above) and notification to be given to those persons who have requested it. (Reg 35)</li> <li>• The adopted Local Development Document and associated documentation to be available for inspection at the places under Reg 26 (see 1 above)</li> <li>• Six week period to allow any person to make a High Court Challenge to the Statement of Community Involvement if the document has not been prepared within the powers of the Planning Acts and its Regulations</li> </ul>

		statement and consultation statement.	In addition, Redbridge propose: <ul style="list-style-type: none"><li>• To advise all those consulted under Reg 25 (see 1 above) and anybody else who has been involved in the preparation of the Local Development Document that it has been adopted.</li></ul>
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\*= Town and Country Planning (Local Development) (England) Regulations 2004.

**Figure 1**  
**Development Plan Document**  
**Preferred Engagement Techniques (see also Appendix 4)**

	<b>LDS Key Milestone</b>	<b>Outputs</b>	<b>Statutory* Requirements and Redbridge Approach</b>
1.	Scoping: Early Stakeholder Involvement & Evidence Gathering.	Identification of issues relevant to Development Plan Document and draft Sustainability Appraisal Scoping Report.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Consultation with the specific consultation bodies and those general consultation bodies considered appropriate by the planning authority (Reg 25).</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Period of six weeks allowed for formal comments to be submitted.</li> <li>• Publicity leaflet widely distributed.</li> <li>• Press notice and publicity in local press.</li> <li>• Publicity posters displayed at prominent locations throughout the Borough including council notice boards.</li> <li>• Information reports to all Area Committees and the Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Formation of External Stakeholder Group (see Appendix 4).</li> <li>• Formation of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• All material made available for public inspection at the Council’s First Stop Shop (Lynton House, High Road, Ilford), all local Redbridge libraries (including the mobile libraries) and on the Council web-pages.</li> <li>• Translation services offered.</li> </ul>
2.	Preparation of Preferred Option Report.	Drafting of various Options to address the issues identified and assessment against Sustainability Appraisal Scoping Report.	<p>No statutory requirement to consult.</p> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• One to one meetings with key External Stakeholders.</li> <li>• One to one meetings with key Internal Stakeholders.</li> </ul>
3.	Consultation	Publication of	Legislation requires:

	on Preferred Options Report.	Options Report, accompanying Initial Sustainability Appraisal and Consultation Statement.	<ul style="list-style-type: none"> <li>• Documentation to be available for public inspection (at planning authority's principal office and other places considered appropriate); published on the authority's web-site; forwarded to those bodies consulted under Reg 25; and give notice by local advertisement (Reg 26).</li> <li>• A period of 6 weeks allowed for comments to be submitted (Reg 27).</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Publicity in local press.</li> <li>• Publicity posters displayed at prominent locations throughout the Borough including council notice boards.</li> <li>• Reports to all Area Committees and the Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group (see Appendix 4).</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• Translation services offered.</li> </ul>
4.	Preparation of submission Development Plan Document & final sustainability appraisal.	Drafting of final Development Plan Document and sustainability appraisal.	<p>No statutory requirement to consult.</p> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• One to one meetings with key External Stakeholders.</li> <li>• One to one meetings with key Internal Stakeholders.</li> </ul>
5.	Submission of Development Plan Document to Inspectorate & Consultation on submission Development	Publication of submission Development Plan Document, accompanying Sustainability Appraisal, two Consultation Statements and Statement of Compliance with	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Documentation to be submitted to the Secretary of State and publicised in accordance with the requirements set out in Reg 26 (see 3 above). (Reg 28)</li> <li>• Notification also to anybody who has requested to be notified of the submission. (Reg 28)</li> <li>• A period of 6 weeks allowed for comments to be submitted. (Reg 29)</li> <li>• Representations received in respect of site allocations to be publicised in accordance with the requirements set out in Reg 26 (see 3 above). (Reg 32)</li> <li>• A further period of 6 weeks allowed for comments to be submitted in respect of the site allocation representations (Reg 33)</li> </ul>

	Plan Document.	Statement of Community Involvement.	<p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Publicity in local press.</li> <li>• Publicity posters displayed at prominent locations throughout the Borough including council notice boards.</li> <li>• Reports to all Area Committees and the Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group (see Appendix 4).</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• Translation services offered.</li> </ul>
6.	Examination	Inspector's examination of Development Plan Document.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Notification to all those bodies who made representations, of details at least 6 weeks before the examination. (Reg 34)</li> <li>• Examination details also to be advertised in the local press and published on the web-site. (Reg 34)</li> </ul> <p>Redbridge propose to meet these requirements.</p>
7.	Adoption	Publicise Inspector's recommendations and reasons; the Development Plan Document; the adoption statement; the sustainability report and consultation statements.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Publication of the Inspector's report at the places under Reg 26 (see 3 above) and notification to be given to those persons who have requested it. (Reg 35)</li> <li>• The adopted Development Plan Document and associated documentation to be available for inspection at the places under Reg 26 (see 3 above)</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• To advise all those consulted under Reg 25 (see 1 above) and anybody else who has been involved in the preparation of the Development Plan Document that it has been adopted.</li> </ul>

\*= Town and Country Planning (Local Development) (England) Regulations 2004.



**Figure 2**  
**Supplementary Planning Document**  
**Preferred Engagement Techniques (see also Appendix 4)**

	<b>LDS Key Milestones</b>	<b>Outputs</b>	<b>Statutory* Requirements and Redbridge Approach</b>
1.	Pre-Production.	Identification of issues to Supplementary Planning Document and draft Sustainability Appraisal Scoping Report.	<p>No statutory requirement to consult.</p> <p>In addition Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Period of six weeks allowed for formal comments to be submitted.</li> <li>• Specific and general consultation bodies advised in writing that work on preparing the Supplementary Planning Document has begun and inviting comment on any relevant issues.</li> <li>• Press notice and publicity in local press.</li> <li>• Where a Supplementary Planning Document is applicable to an area or topic group, Information reports to be submitted to all relevant Area Committees and the relevant Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group (see Appendix 4).</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• All material made available for public inspection at the Council’s First Stop Shop (Lynton House, High Road, Ilford), all local Redbridge libraries (including the mobile libraries) and on the Council web-pages.</li> <li>• Translation services offered.</li> </ul>
2.	Preparation of Supplementary Planning Document.	Drafting of Supplementary Planning Document to address the issues identified and assessment against Sustainability Appraisal Scoping Report.	<p>No statutory requirement to consult.</p> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• One to one meetings with key External Stakeholders.</li> <li>• One to one meetings with key Internal Stakeholders.</li> </ul>

3.	Public consultation on draft.	Draft Supplementary Planning Document, Initial Sustainability Appraisal and Consultation Statement.	<p>Legislation requires:</p> <ul style="list-style-type: none"> <li>• Documentation to be available for public inspection (at planning authority's principal office and other places considered appropriate); published on the authority's web-site; forwarded to specific consultation bodies and those general consultation bodies the planning authority considers appropriate. (Reg 17)</li> <li>• A period of six weeks to be allowed for comments to be submitted. (Reg 18)</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Documentation forwarded to specific consultation bodies, other general consultation bodies and any other bodies who responded to the consultation exercise undertaken under 1 above. General consultation bodies who did not comment under 1 above will be advised that documentation has been prepared and told where it can be inspected.</li> <li>• Publicity in local press.</li> <li>• Where a Supplementary Planning Document is applicable to an area or topic group, Information reports to be submitted to all relevant Area Committees and the relevant Redbridge Strategic Partnership (Core and Cluster Groups).</li> <li>• Involvement of External Stakeholder Group (see Appendix 4).</li> <li>• Involvement of Internal Stakeholder Group to identify service related issues.</li> <li>• One to one meetings with key Internal Stakeholders.</li> <li>• One to one meetings with key External Stakeholders</li> <li>• Translation services offered.</li> </ul>
4.	Adoption & publication.	Adopted Supplementary Planning Document, Consultation Statement, Statement of Compliance, Sustainability Appraisal, adoption statement.	<p>Legislation requires:</p> <p>Documentation to be available for public inspection (at planning authority's principal office and other places considered appropriate); published on the authority's web-site. (Reg 19)  The adoption statement to be forwarded to anybody who has asked to be notified. (Reg 19)</p> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• To advise all those consulted under 1 above and anybody else who has been involved in the preparation of the Supplementary Planning Document that it has been adopted.</li> </ul>

\*= Town and Country Planning (Local Development) (England) Regulations 2004

## **Section 3**

### **Engagement on Planning Applications**

#### **3.1 Planning Applications Process**

- 3.1.1 Planning applications are generally required for external physical works and changes of use to buildings or land. On one hand this could be for a small-scale proposal such as a porch or extension to a house, on the other, it could be for a large-scale development such as a large shopping centre, major housing proposal or new hospital. All applications for planning permission will be determined in accordance with the Council's Local Development Framework along with any other material considerations. As part of the decision-making process all those individuals or groups who have an interest in the development will also be given an opportunity to express their views before a final decision is made.
- 3.1.3 This section sets out the process by which this can occur, setting out how engagement on planning applications will be undertaken and the way in which views will be taken into account in shaping proposals and arriving at a decision. The Council's Development Control Charter (contained in the Planning Service Plan and available at the Council's One Stop Shop) gives greater detail on the standards used to handle planning applications.
- 3.1.4 The Council wants all those who wish to comment on development proposals affecting their area to have an opportunity to do so. However, resources are limited and it is necessary for a "fitness for purpose" approach with engagement to be appropriate for the scale, potential controversy and impact of proposals.

#### **3.2 Methods of Engagement**

- 3.2.1 Three categories of applications are identified for the purposes of consultation: -
- Minor Applications** – Householder and other minor proposals which are only likely to be of interest to those people in the immediate vicinity.
- Major/Large-scale Developments** – Applications of 10 or more dwellings or commercial developments of 1,000 sq. metres or more.
- Other Applications of wider Public Interest** – Proposals which are not major or large-scale but may be sensitive because of, for example, conflict with the Local Development Framework, Conservation Area or Listed Building status, or they raise controversial issues in the wider community.
- 3.2.2 The levels of public engagement for each category are set out in the following table. Applicants should seek clarification whether they require Building Regulations or Planning approval prior to carrying out any works.

**Figure 3: Planning Applications – Preferred Engagement Techniques** (see also Appendix 4)

<p><b>Minor Applications</b></p>	<p>Minimum statutory requirements are:</p> <ul style="list-style-type: none"> <li>• Local Planning Authority either publish notice on site/in press or Neighbour Notification, at a minimum to those who occupy addresses immediately adjacent to application site.</li> <li>• Letters to statutory authorities.</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Pre-application discussions encouraged. Leaflets / guidance. FAQs on website.</li> <li>• Public inspection at One Stop Shop and public libraries / mobile libraries for 21 days minimum.</li> <li>• Publication on weekly list of applications, on website and posted to interested groups/bodies.</li> <li>• Applicant requested to post non-statutory site notice. Local Planning Authority to post statutory notice on site/in press in accordance with publicity regulations.</li> <li>• Where more than one unresolved objection, application reported to Area Committees (Regional Planning Bodies) or to Regulatory Committee where applicant/agent/objector may address Members prior to decision.</li> <li>• Planning Aid – interested parties encouraged to seek impartial planning advice from “Planning Aid”.</li> </ul>
<p><b>Major/Large-Scale Developments</b></p>	<p>Minimum statutory requirements are:</p> <ul style="list-style-type: none"> <li>• Local Planning Authority either publish notice on site and in press or Neighbour Notification letters to people occupying property in the area considered to be most directly affected by the proposal.</li> <li>• Letters to statutory authorities.</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Pre-application discussions encouraged.</li> <li>• Publication on weekly list of applications, on website and posted to interested groups/bodies.</li> <li>• Leaflets / guidance / FAQs made available on website.</li> <li>• Public inspection at One Stop Shop and public libraries / mobile libraries for 21 days minimum.</li> <li>• Pre-application publicity by applicants encouraged, including one or more of the following, depending on scale of proposal/ degree of likely interest: -             <ul style="list-style-type: none"> <li>- Media</li> <li>- Leaflets/brochures to publicise proposal</li> <li>- Public exhibition/display/roadshow as appropriate</li> <li>- Focus groups</li> <li>- Public meetings</li> <li>- ‘Planning for Real’ interactive workshops</li> </ul> </li> <li>• Public meetings / focus group discussions organised by Local Planning Authority to gauge local opinion.</li> <li>• One-to-one meetings with selected stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Planning Aid - interested parties encouraged to seek impartial planning advice from "Planning Aid".</li> <li>• Right to speak at Area Committee (Regional Planning Committee) or Regulatory Committee by applicant / agent or objector, where unresolved objections exist.</li> <li>• Development briefs by Local Planning Authority on major proposals and Council-owned sites.</li> <li>• Non-statutory advice from appropriate 'expert' bodies and local organisations/interest groups.</li> <li>• Planning Aid – interested parties encouraged to seek impartial planning advice from "Planning Aid".</li> </ul>
<p><b>Other Applications of Wide Public Interest</b></p>	<p>Minimum statutory requirements are:</p> <ul style="list-style-type: none"> <li>• Local Planning Authority either publish statutory notice on site/in press or Neighbour Notification letters to people occupying property in the area considered to be most directly affected by the proposal.</li> <li>• Letters to statutory authorities.</li> </ul> <p>In addition, Redbridge propose:</p> <ul style="list-style-type: none"> <li>• Pre-application discussions encouraged.</li> <li>• Publication on weekly list of applications, on website and posted to interested groups/bodies.</li> <li>• Leaflets / guidance / FAQs made available on website.</li> <li>• Public inspection at One Stop Shop and public libraries / mobile libraries for 21 days minimum.</li> <li>• Pre-application publicity by applicants encouraged depending on scale of proposal/ degree of likely interest: <ul style="list-style-type: none"> <li>- Media</li> <li>- Leaflets / brochures to publicise proposal</li> <li>- Public exhibition / display / roadshow as appropriate</li> <li>- Focus groups</li> <li>- Public meetings</li> <li>- "Planning for Real" interactive workshops</li> </ul> </li> <li>• Neighbour notification letters to people occupying property in the area considered to be most directly affected by the proposal.</li> <li>• One-to-one meetings with selected stakeholders.</li> <li>• Planning Aid - interested parties encouraged to seek impartial planning advice from "Planning Aid".</li> <li>• Development briefs by Local Planning Authority.</li> <li>• Non-statutory advice sought from appropriate 'expert' bodies and local organisations / interest groups.</li> <li>• Right to speak at Area Committees (Regional Planning Committee) or Regulatory Committee by applicant / agent or objector, where unresolved objections exist.</li> <li>• Planning Aid – interested parties encouraged to seek impartial planning advice from "Planning Aid".</li> </ul>

3.2.3 On receipt of an application for planning permission (or material amendment to a planning application), the Council will consult with local residents in a number of ways as follows:

### **3.2.4 Minor applications**

The Council's preferred approach is to write to the occupiers and to landowners of properties that adjoin the site. This will include the occupiers of both residential and commercial premises. For example if the proposal were an extension to a house, then all those neighbours who have a property boundary alongside the application site will be written to.

3.2.5 If there are particular site circumstances when the land ownerships appears unclear, then the Council will ensure a yellow coloured site notice is displayed on or near the site (see example site notice at Appendix 2).

3.2.6 In addition we always ask that the person making the application also helps in the consultation process by displaying a similar yellow site notice, that the Council provides, on or near their site. However, this applicant's site notice is displayed at their discretion and the Council has to ensure that its own site notification procedures have been complied with.

3.2.7 Depending on the nature of the development, the past history of the site, the site circumstances or other reasons that are particular to the development, the Council may consider it appropriate to consult by letter or place a site notice on the land to raise awareness about the proposed development. However, for most small scale applications the adjoining occupiers will be those who are likely to be most affected by the development and therefore the Council considers it appropriate that for most cases they will consult directly with those adjoining neighbours.

### **3.2.8 Large scale proposal / Major Developments**

On receipt of a large scale application the Council will write to the occupiers and to landowners of properties that adjoin the site. This will include the occupiers of both residential and commercial premises. However, because of the large scale of the development there are likely to be more properties that are affected by the proposal and therefore more letters will be sent out to people occupying property in the area considered to be most affected by the proposal.

3.2.9 In addition to neighbour notification letters the Council will ensure a yellow site notice is posted on or near the land and that a public notice is published in a local newspaper.

3.2.10 Again, depending upon the nature and scale of the development proposed, there may be additional site notices placed on or near the land beyond that required by regulations.

### **3.2.11 Applications for planning permission of wider public interest**

Applications which are not major proposals may also attract wider local concern than would generally arise with small-scale developments. This may be because, for example, it raises sensitive issues or local controversy, is in an area of special character, flood risk or nature conservation interest or is likely to attract major concerns. In these cases, wider public engagement than is usually involved in minor proposals will be undertaken. This will involve similar methods to those involved with major developments.



### **3.3 Time periods for consultation purposes**

- 3.3.1 The Council is required to allow a minimum of 21 days public consultation on an application for planning permission in order to allow those people wishing to make representations to forward their comments to the Council. After this 21-day period the Council may make a decision on the application. If a letter of representation is received after the 21-day period and a decision has not yet been made on the application the Council will take those observations into account as part of its decision making process.
- 3.3.2 If an Environmental Impact Assessment or Environmental Statement is submitted after the original planning application has been received, consultees will be advised of the submission and will be given 21 days to make their representations and forward their comments to the Council.

### **3.4 Other available sources of information about applications for planning permission**

- 3.4.1 The Council's Planning Service web site provides details of applications that have been received that week, (known as the weekly list), details of applications that have been determined and planning enforcement cases resolved and can be viewed on-line.
- 3.4.2 Copies of a weekly list can also be found in the public libraries / mobile libraries where publicly accessible computers can also access the Council's web pages. In addition local community groups, local businesses and societies receive copies of the weekly list for a small charge.
- 3.4.3 Some local papers do, from time to time, also publish lists of applications in their areas, however this should not be relied on as a definitive list.

### **3.5 Pre-application consultation**

#### **3.5.1 Minor applications**

Prior to the submission of an application for planning permission the Council encourages applicants to seek pre-application advice either in person at the One Stop Shop or by writing to the offices of the Planning Service detailing their proposals, or by accessing information on the Council's Planning Service web pages.

- 3.5.2 The Council also encourages applicants for smaller scale development proposals to discuss their proposals with immediate neighbours and those most likely to be affected by the proposed development and take those views into account. Along with any suggestions that may have been offered by the Council's Planning Officers, the opinions or concerns of neighbours may also inform the applicant and may be an opportunity to resolve any possible concerns prior to submitting an application for planning permission. However, the Council cannot require an applicant to discuss their proposal prior to submitting an application.

#### **3.5.3 Major large-scale developments or proposals of wider public interest**

Certain large scale proposed development sites in the Borough may have already been consulted upon as part of the Council's preparation of an Area Action Plan, (a development brief or policy statement which will have been the subject of public consultation). If such a document has been prepared then it will be used to inform potential developers and will be considered as part of the planning application process.

- 3.5.4 In other cases, the Council, in accordance with Government advice, will encourage developers to carry out their own pre-application consultation process. Depending upon the nature and scale of the development proposed and the preferred choice of the applicant / agent or developer this could take the form of a public meeting, an exhibition, a workshop or focus group with local residents, a “planning for real” exercise, a public exhibition, a leaflet drop, an announcement in the local press or radio station, a meeting with key stakeholders or residents groups or other survey to allow the developer to gauge residents’ opinion. Again the Council cannot require a developer to take such an approach. However, the Council will support any approach that allows for greater community involvement in the preparation of an application for planning permission that may be offered by the developers.

### **3.6 Determining planning applications**

- 3.6.1 Some applications for planning permission will be reported to the Council’s Regional Planning Committees or Regulatory Committees rather than being determined by the Chief Planning and Regeneration Officer or other senior member of the planning staff. This may be because the application is a major development and therefore it is appropriate to make the decision at a public meeting, or it may be a smaller minor development which has resulted in more than one unresolved objection or may have been called in to Committee by a Councillor or because there are concerns that the development has given rise to a large degree of public interest. For whatever reason, if an application is to be reported to Committee, both applicant / agent and objectors will be notified of the time, date and venue where the Committee will meet. If they wish to attend the meeting they may do so. However, if they wish to speak at the meeting, they will have to register their wish to do so with the Council's Committee Clerks a minimum of 24 hours before the meeting.
- 3.6.2 When the Committee considers an application for planning permission, they have a report, prepared for them by Officers of the Council's Planning Service with a recommendation to the Committee on whether planning permission should or should not be granted and what conditions should be attached to any approval. It also includes details of all comments received in respect of the planning application. This report is a public document which is available a minimum of five days prior to the meeting and can be viewed on the Council's web site. Copies are also available to view in local libraries and at the One Stop Shop. The Committee will hear from those persons wishing to speak and may ask questions or points of clarification with the speaker. The Members of the Committee will then consider the application before them, the officer report and the representations they have heard. They may wish to seek confirmation, usually from the Planning Officer attending the meeting. However, there may be other points, for example highway issues, on which they may wish to seek the views of a Council Highways Officer before arriving at a decision on the application.
- 3.6.3 In some cases, the Committee may wish to defer making a decision on the application and vote to visit the site themselves or defer the application for more information. Where it is anticipated that there is likely to be a request from Members for a site visit, this can be arranged in advance subject to the agreement of Committee at its preceding meeting. In these circumstances, no further debate on the application will take place. When the site visit by Members of the Committee has taken place or the requested information been provided, the application will be presented to the Committee and both applicants and objectors will be written to again inviting them to attend and, if they wish, to speak at the meeting.
- 3.6.4 Once the Committee has arrived at a decision on the application, whether this is to grant or refuse planning permission, then the item is no longer discussed. The Committee's

decision essentially is an instruction to the Chief Planning and Regeneration Officer and his staff that they wish the decision notice on the application to be issued as, technically speaking, the actual date of the Council's decision is the date on which the decision notice is date stamped. For this reason, decision notices are issued usually on the day after the Committee has met.

- 3.6.5 A decision notice is sent to the applicant and/or agent. A letter is also sent to all statutory and non-statutory consultees informing them of the outcome of the application. If an application was submitted to the Council's Regional Planning Committees or Regulatory Committees, a copy of the committee report will also be sent to the consultees.

### **3.7 Appeals process and procedures**

- 3.7.1 If the Council refuses planning permission, it has to be able to justify why it came to the decision it did as the person applying for planning permission has the right of appeal to the Secretary of State. The appeal to the Secretary of State is administered by the Planning Inspectorate who are based in Bristol. The person who makes the appeal (the appellant) may choose to have their appeal considered simply by an exchange of written statements and a visit by the Planning Inspector appointed to consider the appeal, by a hearing, which allows a debate around the table with the Planning Inspector presiding over the proceedings, or a formal Local Public Inquiry, where evidence will be presented, challenged and cross examined usually by barristers in much the same way as in court but again heard by the appointed Planning Inspector. Most appeals take the form of the exchange of written statements. There are no fees for lodging this type of appeal and the process is relatively quick.
- 3.7.2 All statutory and non-statutory consultees will be informed of the appeal process and advised on how they can make further comments. Any further comments that the consultees may wish to make are to be sent directly to the Secretary of State. All documents relating to the appeal can be viewed at the Planning Counter at the One Stop Shop.
- 3.7.3 Whichever appeal process is adopted, the Inspector will both visit the site and write a report on his / her findings and arrive at a decision as to whether or not planning permission should be granted. The Inspector's decision is usually final unless he or she has made a technical mistake where the decision can be challenged on a point of law, although such challenges are rare. There are a few appeals each year where the decision will be made by the Secretary of State in person, for example if the case is of major importance or significant in some way and the Inspector's report will be presented to the Secretary of State who will make the final decision.
- 3.7.4 This right of appeal only extends to the appellant, and the Planning Inspector's decision, (assuming there is no successful legal challenge to the decision), will be binding on the Council. There are other appeals that may be made. For example, an applicant may consider that a condition placed on a decision to grant planning permission is unreasonable and may wish to challenge the Council on this point, or there may have been Council decisions in respect of other sorts of planning related applications (e.g. Listed Buildings), which the applicant wishes to challenge the Council. However, the majority of appeals are against the Council's decision to refuse planning permission.
- 3.7.5 The Secretary of State will write to all statutory and non-statutory consultees informing them of the decisions regarding the appeal if requested by a Consultee to do so.

## Section 4 Arrangements for Community Engagement

### 4.1. Consultation Groups

- 4.1.1 Redbridge has a large number of community organisations and stakeholders with an interest in planning matters. Appendix 3 lists all of the types of organisations that currently may be consulted.
- 4.1.2 A number of consultation methods can be used to engage with the local community in the Plan preparation process. Appendix 4 sets out in detail, the various consultation methods that might be used in different situations, their associated benefits, resource implications and target groups.
- 4.1.3 It is recognised that whilst there are a number of engagement techniques available, there are some groups who have historically not participated due to a variety of reasons. In recognition of the need to be more inclusive and to encourage the involvement of traditionally hard to reach groups, a variety of consultation methods have been explored to effectively secure the involvement of these groups. These methods will be tailored to encourage the involvement of local communities in the preparation of Local Development Documents, Development Plan Documents, Supplementary Planning Documents and planning applications. (Refer to Figures 1 and 2 in Section 2 and Figure 3 in Section 3 for more details).
- 4.1.4 Key community organisations identified that need to be consulted in order to help engage the hard-to-reach groups include:
- Minority Black and ethnic organisations;
  - Senior Citizens organisations;
  - Youth organisations;
  - Faith-based organisations;
  - Community and voluntary sector organisations;
  - Organisations representing people with disabilities.
- 4.1.5 Figure 4 below sets out how the Council will aim to include these groups in the Plan preparation and planning application process.

**Figure 4: Consulting ‘Hard to Reach’ Groups**

<b>Consultation with “hard to reach” groups</b>	
<b>Nature of group and barrier to consultation</b>	<b>How issue is to be addressed</b>
<p><b>People who do not speak English as their first language:</b>            These people belong to a variety of ethnic groups. Such groups comprised 36.5% of the Borough’s population at the time of the 2001 census and this is expected to rise to 38.0% over the next ten years. Of 376 local authorities in England and Wales, Redbridge has the ninth</p>	<p>The Council’s preferred engagement techniques for Development Plan Documents and Supplementary Planning Documents (Figures 1 and 2) include the offer of translation services for those who request them. Organisations representing Minority Black and ethnic groups are also specifically listed for direct consultation and the Council has the</p>

<p>highest proportion of non-White ethnic groups. While many people from ethnic backgrounds do have excellent facility with English, there will be some (especially among newly-arrived migrants) for whom lack of knowledge of English will be a real impediment to their involvement in the consultation process.</p>	<p>ability to produce multilingual explanatory material, where there is an identified need. These techniques are intended to help ensure the requirements of the Race Relations Act 2000 are met.</p>
<p><b>People who are distrustful of “government”:</b> Some immigrants and refugees have had very negative experiences with government processes in their home countries and lack the confidence and trust to become involved with official consultation processes following their arrival in the UK.</p>	<p>Organisations representing minority ethnic groups are to be directly consulted by the Council and will play an important interface role to facilitate the involvement of such people. Redbridge also ranks high among London Boroughs for those disclosing a religious faith on their census returns. Consequently, the involvement of faith groups will be specifically sought to build a relationship of trust in relation to consultation on Development Plan Documents, Supplementary Planning Documents and major planning applications.</p>
<p><b>People with lower educational attainment and those with little prior knowledge of the planning system:</b> Planning documents often deal with complex and abstract issues and can be very lengthy. This can inhibit the involvement of people who lack highly developed skills with written language and / or prior experience with the planning system.</p>	<p>To the extent possible (consistent with the Government’s requirements for drafting), the Council will produce planning documents and consultation materials in plain English, will avoid the use of jargon and provide concise summaries of longer documents as appropriate. Use of public meetings and “over the counter” advice from planning staff will allow direct verbal explanation of issues. People requiring additional assistance in respect of planning applications at any scale will be advised to seek the services of “Planning Aid”. In addition, the Council will directly seek the involvement of youth groups and of the voluntary and community sector to assist in reaching out to people who have no prior experience with planning matters.</p>
<p><b>People with disabilities:</b> Many disabilities such as f mobility impairment or visual impairment can limit the ability of people to participate in consultation processes. The number of people</p>	<p>Consultation on Development Plan Documents, Supplementary Planning Documents and major planning applications is to take place in a variety of media types and will use both written and verbal formats. Care</p>

<p>with disabilities in Redbridge has increased annually in the past three years. Disability Living Allowance Claimants have increased from 7135 in 2001 to 8190 in 2003 (Department of Work and Pensions 2003). The Disability Discrimination Act 1995 and Part 3 of the Act (1 October 2004) aim to ensure that service providers do not discriminate against people with disabilities. In addition to those formally classed as "disabled", many senior citizens also have restricted mobility and some level of visual impairment.</p>	<p>will be taken to avoid the use of excessively small type print in published materials and to make use of coloured graphs and diagrams where this will simplify communication. All formal consultation documents and explanatory materials at the Council's One Stop Shop and public libraries will be located in areas accessible to everyone. The involvement of organisations directly representing disabled people and senior citizens will be sought. Where public meetings occur, care will be taken to ensure that venues are accessible to all. .</p>
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- 4.1.5 In addition to the above measures, the Planning Service's database of community organisations and stakeholders with an interest in planning matters in Redbridge will be amended throughout the year to take account of any address changes, etc which the Council is notified of. Also, a comprehensive review will be undertaken on an annual basis, in conjunction with preparation of the Annual Monitoring Report. This review process will involve liaising directly with the Redbridge Community and Voluntary Sector to identify key groups and emerging 'hard-to-reach' groups.



## **SECTION 5**

### **Outcomes and Monitoring**

#### **5.1 Outcomes**

5.1.1 Legislation requires community engagement to be undertaken at key milestones in the preparation of Local Development Documents. Details of the specific milestones are included in the Local Development Scheme. Essentially, in terms of each statutory Local Development Document (i.e. Development Plan Documents), there are three formal periods of community engagement:

- Pre-preparation of the Options Report, i.e. the issues and options
- Publication of the Preferred Options Report
- Submission of the Development Plan Document.

5.1.2 In terms of non-statutory Local Development Documents (i.e. Supplementary Planning Documents), there is only one formal period of community engagement at the time of publication of the draft Plan.

5.1.3 Following each formal period of community engagement, a Consultation Statement will be prepared. The Consultation Statement will include details of who was consulted, how the consultation was undertaken, a summary of the main issues raised and how the Council used the comments to help shape the Document. The Consultation Statement will be available for public inspection (at the Council's One Stop Shop, all local Redbridge libraries and on the Planning website), as soon as is practicable after the formal period of engagement has ended.

5.1.4 In terms of Development Plan Documents, the Consultation Statement will be updated and re-published with the Preferred Options Report and a Statement of Compliance will accompany each submission of the Development Plan Document to indicate how the Council has responded to the issues raised.

5.1.5 All comments received in response to either Local Development Documents or planning applications will be reported to the relevant committee or full Council, along with an officer recommendation on the action to be taken to address the issues raised. The committee will then make its decision and in the case of Local Development Documents, the Consultation Statement will be prepared for publication. Prior to the submission of a Local Development Document to the Secretary of State, the Consultation Statement shall be approved by full Council.

5.1.6 All those who made representations on both planning applications and Development Plan Documents will be advised in writing of the Committee's decision and how their views were taken into account.

#### **5.2 Monitoring**

5.2.1 The provisions within the Statement of Community Involvement will be the basis for public involvement during the preparation of Local Development Documents and consideration of planning applications. Their effectiveness will be monitored and reported as part of the Annual Monitoring Report. A statement on the overall level and methods of public engagement and consultation will be made in relation to each milestone referred to in Section 2 and for each category of development referred to in Section 3. Stakeholders will be consulted on their level

of satisfaction with the engagement process as part of a rolling programme of monitoring.

- 5.2.2 If the monitoring process indicates that the provisions for community engagement, as set out in the Statement of Community Involvement, are not being achieved, a review of the Statement of Community Involvement will be required.

## **Appendix 1**

### **Local Development Framework System**

#### **A1.1. Background**

A1.1.1 The emergence of the Planning and Compulsory Purchase Act 2004 has resulted in fundamental changes to the Planning system. Existing Unitary Development Plans, Structure Plans and Local Plans have been replaced by a series of plans called Local Development Documents. These documents collectively form a Local Development Framework and deliver the spatial strategy for the Borough.

#### **A1.2. Local Development Frameworks**

A1.2.1 Local Development Frameworks have a 'spatial planning approach' and link with the Community Strategy and other local and regional initiatives to achieve an improved environment and quality of life for communities. Previously, development plans were solely focused on land-use issues and were mainly used as a means to assess planning applications. It is anticipated that the new system will have a more integrated approach to development by working in partnership with different agencies to address social, economic and environmental issues.

A1.2.2 A significant emphasis of the new system is on increased community and stakeholder involvement from the outset. This commitment is reinforced by the requirement for all Local Authorities to produce a Statement of Community Involvement. Also, the Act introduces a requirement for closer monitoring of the production and implementation of Plans through the development of Local Development Schemes and Annual Monitoring Reports.

A1.2.3 **Diagram 1** illustrates the different types of Local Development Documents that collectively form a Local Development Framework, including:

- Local Development Scheme;
- Statement of Community Involvement;
- Local Development Documents;
- Sustainability Appraisal and Strategic Environmental Assessment;
- Annual Monitoring Reports.

The inter-relationship between these documents is explained throughout the Local Development Scheme.

#### **A1.2.4 The Local Development Scheme**

The Local Development Scheme is the first stage of the Local Development Framework process. The Local Development Scheme has two main purposes:

- i. It is the first opportunity for the community and stakeholders to find out the Council's policies and priorities for Planning in the Borough;
- ii. It is a 3-year project plan that set out all the documents (Local Development Documents) that will be produced and includes a timetable for their preparation.

A1.2.5 The Local Development Scheme and any subsequent amendments or revisions to it require to be approved by the Government Office for London. There is no

legislative requirement for the Council to consult with the community on the content of its Local Development Scheme.

**A1.2.6 Statement of Community Involvement**

The second stage of the Local Development Framework is the production of the Statement of Community Involvement, which explains how and when the community and stakeholders will be involved in the preparation of Local Development Documents and consulted on planning applications. All Local Development Documents must be produced in accordance with the community engagement process set out in the Statement of Community Involvement.

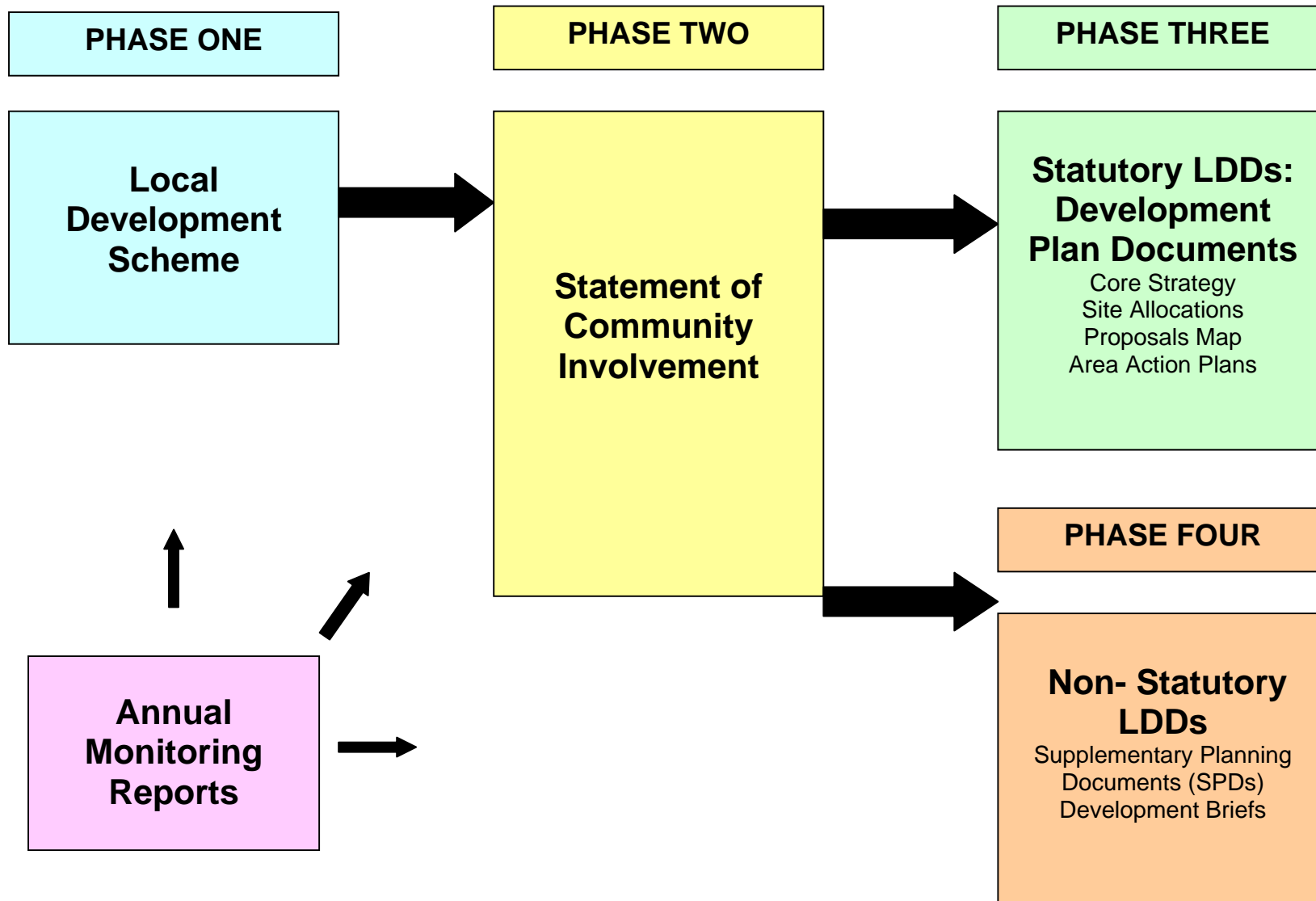
**A1.2.7 Local Development Documents**

There are two types of Local Development Documents, which should be prepared in consultation with the community:

**Development Plan Documents (DPDs):** These plans are statutory and are scrutinised by a Planning Inspector at an examination. They have the same status as existing Unitary Development Plans and local plans. Development Plan Documents include the Core Strategy, Site-specific allocations, proposals map and Area Action Plans (which are optional i.e. a local authority can decide whether or not they will produce Area Action Plans). Development Plan Documents can be borough-wide or cover more localised matters (i.e. the Area Action Plans).

**Supplementary Planning Document (SPD):** These are non-statutory plans that are not scrutinised before adoption by a Planning Inspector and can be formally adopted by Council's Cabinet. Supplementary Planning Documents have the same status as Supplementary Planning Guidance under the previous system but include substantial community involvement from the inception. Depending on the geographical coverage of the Development Plan Document, the associated Supplementary Planning Document will be either borough-wide or more localised. Also, some Supplementary Planning Documents may be quite technically complex, particularly where they are providing further explanation to the implementation of particular policy issues, such as Shopfront Design Guide (Listed Buildings and Conservation Areas).

**Diagram 1: Components of the Local Development Framework**



#### A1.2.8 **Sustainability Appraisal (SA) & Strategic Environmental Assessment (SEA)**

All Local Development Documents are subject to a Sustainability Appraisal (incorporating the requirements of Strategic Environmental Assessment) to ensure that social, economic and environment considerations are an integral part of policy development. The Sustainability Appraisal should be produced in tandem with the Local Development Documents. Because of the technical nature of these documents, consultation and community engagement does not require to be so rigorous. However, each stage of the Sustainability Appraisal process requires to be submitted to the statutory environmental agencies (English Nature; The Historic Buildings and Monuments Commission for England (English Heritage); Environment Agency; and Countryside Agency). Other relevant bodies with a sustainability remit or local environmental interest are invited to comment.

#### A1.2.9 **Annual Monitoring Reports**

A new element of the Local Development Framework is the continuous monitoring of progress. Local Authorities are required to produce annual monitoring reports that assess the progress of the Local Development Scheme and the extent to which policies in the Local Development Documents are being achieved. The annual monitoring report may indicate that the Local Development Scheme needs to be revised and up-dated if milestones have not been met or if a Local Development Document needs to be altered or deleted or if new plans or policies are required.

**Appendix 2**  
**Planning Application Site Notice - Example**



# PLANNING NOTICE

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990  
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) REGULATIONS 1990  
**NOTICE UNDER REGULATION 5**

**Application No:** «Apn\_Number»

Proposed development at «**LOCATION**»

**I give notice that «APPL\_NAME»** is applying to Redbridge Council for «APN\_TYPE» for «Dev\_L»  
The proposed development affects the character or appearance of the «CONSVN\_AREA\_H»

Members of the public may inspect copies of:

- \* the application
- \* the plans
- \* and other documents submitted with it

at the Councils First Stop Shop on the ground floor of Lynton House, 255-259 High Road, Ilford, Essex. IG1 1NN until 21 days from the date of this notice. The First Stop Shop is open to casual callers **8.45am and 4.30pm Mondays to Fridays and 9.30 to 4.30 on Wednesdays.**

Applications are also available **for inspection only** at «VENUE\_NAME\_AND\_ADDRESS\_V»  
Callers at libraries may inspect applications but, if further information is required, you will need to contact the planning officer dealing with this case, «**Case\_Officer**» «**Case\_Officer\_Phone\_No**»

Anyone who wishes to make representations about this application should write to the Council at the Town Hall address not later than 21 days from the date of this notice.

Steve Rogers  
**B.A.Hons., M.R.T.P.I., A.C.I.H.,**  
Head of Development Control

Date: «Site\_display\_date»

## **Appendix 3 Consultation Bodies**

### **Specific Consultation Bodies**

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations:

- i The regional planning body in the local planning authority's area is in a region other than London;
- ii The Mayor of London if the authority is a London Borough
- iii A relevant authority and part of whose area is in or adjoins the area of the local planning authority;
- iv The Countryside Agency;
- v The Environment Agency;
- vi Highways Agency;
- vii The Historic Buildings and Monuments Commission for England;
- viii English Nature;
- ix The Strategic Rail Authority;
- x A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
- xi Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
- xii Any person who owns or controls electronic communication apparatus situated in any part of the area of the local planning authority; and
- xiii Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
  - i. Strategic Health Authority;
  - ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
  - iii. Sewage undertaker; and
  - iv. Water undertaker.

### **Government Departments**

The appropriate Government Office for the Region should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.

- (a) Home Office;
- (b) Department for Education and Skills (through Government Offices);
- (c) Department for Environment, Food and Rural Affairs;
- (d) Department for Transport (through Government Offices);
- (e) Department of Health (through relevant Regional Public Health Group);
- (f) Department of Trade and Industry (through Government Offices);
- (g) Ministry of Defence;
- (h) Department of Work and Pensions;
- (i) Department of Constitutional Affairs
- (j) Department for Culture, Media and Sport;
- (k) Office of Government Commerce (Property Advisers to the Civil Estate); and
- (l) The Countryside Agency.



## General Consultation Bodies

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

## Other Consultees

- (a) Age Concern;
- (b) Airport operators;
- (c) British Geological Survey;
- (d) British Chemical Distributors and Traders Association;
- (e) British Waterways, canal owners and navigation authorities;
- (f) Centre for Ecology and Hydrology;
- (g) Chambers of Commerce, Local BBI and local branches of Institute of Directors;
- (h) Church Commissioners;
- (i) Civil Aviation Authority;
- (j) Coal Authority;
- (k) Commission for Architecture and the Built Environment;
- (l) Commission for New Towns and English Partnerships;
- (m) Commission for Racial Equality;
- (n) Crown Estate Office;
- (o) Developers;
- (p) Diocesan Board of Finance;
- (q) Disability Rights Commission;
- (r) Disabled Persons Transport Advisory Committee;
- (s) Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- (t) Environmental groups at national, regional and local level, including:
  - i. The Campaign to Protect Rural England;
  - ii. Friends of the Earth;
  - iii. Royal Society for the Protection of Birds; and
  - iv. Wildlife Trusts;
- (u) Equal Opportunities Commission;
- (v) Fire and Rescue Services;
- (w) Forestry Commission;
- (x) Freight Transport Association;
- (y) Gypsy Council;
- (z) Health and Safety Executive;
- (aa) Help the Aged;
- (bb) Housing Corporation;
- (cc) Learning and Skills Councils;
- (dd) Lea Valley Regional Park Authority;
- (ee) Local Agenda 21 including:
  - i. Civic Societies;
  - ii. Community Groups;
  - iii. Local Neighbourhood Watch Schemes
  - iv. Local Transport Authorities;
  - v. Local Transport Operators; and

- vi. Local Race Equality Councils and other local equality groups;
- (ff) London Ambulance Services
- (gg) London Cycling Campaign
- (hh) Metropolitan Police Authority
- (ii) National Grid Transco
- (jj) National Playing Fields Association;
- (kk) Network Rail;
- (ll) Passenger Transport Authorities (i.e. London Underground, Metronet, Public Transport Liaison Group);
- (mm) Passenger Transport Executives;
- (nn) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- (oo) Port Operators;
- (pp) Post Office Property Holdings;
- (qq) Postal Services;
- (rr) Rail Companies and the Rail Freight Group;
- (ss) Regional Development Agencies;
- (tt) Regional Housing Boards;
- (uu) Regional Sports Boards;
- (vv) Road Haulage Association;
- (ww) Royal British Region;
- (xx) Sport England;
- (yy) The Home Builders Federation;
- (zz) Transport for London;
- (aaa) Traveller Law Reform Coalition;
- (bbb) Water Companies; and
- (ccc) Women's National Commission.

## Appendix 4 Engagement Techniques

<b>CONSULTATION METHOD</b>	<b>ADVANTAGES</b>	<b>RESOURCE IMPLICATIONS</b>	<b>TARGET GROUPS</b>
<p><b>Exhibitions, Open Days and Road Shows.</b> Informal information giving events with display boards.</p>	Can reach a lot of people in a short space of time. Can be taken to target groups to allow diversity of needs to be input into consultation process.	Staff time over number of days and varying times, materials, equipment, design and renting venue space.	General Groups.
<p><b>Public Meetings</b> To inform public and get their views on particular issues.</p>	Can be effective means of getting information and can complement other forms of consultation.	Staff time, equipment, and facilitators to ensure fair representation of the views of all the attendees, venue, publicity, crèche facility, and refreshments.	General or could be targeted to different groups at their own venues.
<p><b>One to One Meetings with Key Stakeholders</b> To involve key stakeholders from outset on topic based issues and ensure continuous, on-going involvement on a more personal level.</p>	Can be effective to ensure alignment with other strategies and initiatives.	Staff time, resource intensive.	Hard to Reach Groups.
<p><b>Surveys / Questionnaires / Interviews</b> To measure attitudes and opinions and to collect facts and statistics. Provide qualitative information of what people think and why.</p>	Can reach a lot of people in short time and gather quantifiable and statistically valid information. Can help identify key interest groups.	Staff time to produce questionnaire, print, mailout costs and analysis of data into meaningful information.	General or could be tailored to elicit the views of Hard to Reach Groups.
<p><b>Focus Groups</b> In depth discussion groups of 8-10 people focused on particular set of issues. Help establish underlying attitudes to issues.</p>	Small group size enables experienced facilitator to probe issues. Can be used to target and involve hard to reach groups. Dynamic and interactive.	Staff time, skilled facilitators, crèche, sign language, interpreters, informal venue, travel expenses.	Hard to Reach Groups.
<p><b>Redbridge's Citizens Panels</b> Panel of people broadly representative of local population in terms of age, sex, ethnic origin and housing tenure, disabilities, young and elderly people.</p>	Can collect views on particular issues with direct access to a representative sample of the population.	Expensive for individual services to access, may need to be complemented with other methods.	Represent cross section of the community.
<p><b>General Mailout</b></p>	Keeps public informed	Staff time to produce	General Groups.

To get concise and clear information about a particular issue out to the public.	and aware of issues and also a good way to provide feedback.	clear, readable documents, translation costs, mail out.	
<b>Internet Communication</b> To provide information; seek views; provide feedback on a particular topic ensures continuous engagement with the public on particular issues.	Keeps public informed and aware of issues and also a good way to provide feedback.	Staff time to collate information and ensure continual updates.	General Groups.
<b>Publicly Accessible Information</b> Paper copies of key consultation documents available at all key council offices and public libraries	Allows people without internet access to collect information and read at their leisure.	Staff time.	General Groups.
<b>Media – local press</b> Access to local media to disseminate information Borough-wide.	Can reach a lot of people in a short time and can complement other consultation methods. Can be used to advertise planning applications, inform public of key development plan and supplementary planning documents.	Staff time to write articles and advertisement costs.	General Groups.
<b>Letters to Statutory Bodies (listed in Regulations)</b>	To engage those bodies it considers appropriate to consult with regard to particular issues.	Staff time, mailout costs.	Hard to Reach Groups.
<b>Pre-existing Panels or Forums i.e. Conservation Advisory Panel</b> Regular attendees of topic based groups can provide forum for disseminating information and canvassing opinion on proposed documents or applications.	Can reach groups that are already set up and provide source of information or direct links to community.	Staff time.	Hard to Reach Groups.
<b>Workshops / Seminars / Planning for Real</b> Different methods to target key groups (hard to reach groups) to elicit their views on particular issues using interactive techniques.	Useful for identifying and focusing discussion around difficult issues and key themes.	Staff time, materials, publicity, venue, facilitator, crèche, travel expenses, sign language, interpreters.	Hard to Reach Groups.
<b>Local Development Framework Steering Group</b> Joint partnership between Members, Officers and key	Can act as sounding board for production of local development documents, area action plans or topic	Staff, Members and representatives time.	Hard to Reach Groups.

representatives of the local community.	based policies. Can draw in members based on topic areas to ensure the right people are involved at the right time.		
<b>Redbridge Strategic Partnership Cluster Groups</b>	Useful for identifying and focusing discussion around difficult issues and key themes	Officers, Voluntary and Community, Businesses and other statutory.	Hard to Reach Groups.
<b>Community Planning Groups</b>  Groups comprising representatives of the local community to assist in preparing a local planning document for their area.	May be appropriate for preparation of Area Action Plan.	Officers, Voluntary Sector, residents and local businesses	A cross section of the local community.

## Appendix 5 Glossary of Terms

<b>Core Strategy</b>	Document that 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 has the status of a Development Plan Document.
<b>Development Plan Documents</b>	These plans are statutory and are scrutinised by a Planning Inspector at an examination. They have the same status as existing Unitary Development Plans and local plans. Development Plan Documents comprise a Core Strategy, Site-specific allocations, Proposals Map and Area Action Plans.
<b>Environmental appraisal</b>	A form of environmental assessment used in the UK (primarily for development plans) since the early 1990s, supported by 'Environmental Appraisal of Development Plans: A Good Practice Guide' (DoE, 1993); more recently superseded by sustainability appraisal. Some aspects of environmental appraisal foreshadow the requirements of the Strategic Environmental Assessment Directive.
<b>Environmental assessment</b>	Generically, a method or procedure for predicting the effects on the environment of a proposal, either for an individual project or a higher-level "strategy" (a policy, plan or programme), with the aim of taking account of these effects in decision-making. The term "Environmental Impact Assessment" (EIA) is used, as in European Directive 337/85/EEC, for assessments of projects. In the Strategic Environmental Assessment Directive, an environmental assessment means "the preparation of an environmental report, the carrying out of consultations, the taking into account of the environmental report and the results of the consultations in decision-making and the provision of information on the decision", in accordance with the Directive's requirements.
<b>Fitness of purpose</b>	The quality of being suitable to fulfill a particular role or task.
<b>Key Stakeholders</b>	Those people or organisations that are most impacted by, or who are most closely involved in shaping the proposals.
<b>Local Development Documents</b>	Individual planning documents comprising of the Statement of Community Involvement. Statutory Development Plan Documents and non-statutory Supplementary Planning Documents.
<b>Local Development Framework</b>	A portfolio of Local Development Documents that forms the Development Plan for Local Authority.
<b>Local Development Scheme</b>	Document that sets out the Local Planning Authority's intentions for the Local Development Framework. It is a 3-year project plan that set out all the Local Development Documents that will be produced and includes a timetable for their preparation.
<b>Objective</b>	A statement of what is intended, specifying the desired direction of change in trends.

<b>Planning Policy Guidance Notes</b>	Documents issued by the Office of the Deputy Prime Minister setting out government planning policy.
<b>SEA Directive</b>	European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment'.
<b>SEA Regulations</b>	The Environmental Assessment of Plans and Programmes Regulations, 2004.
<b>Section 106 Agreements</b>	These agreements confer planning obligations on persons with an interest in land in order to achieve the implementation of relevant policies by Section 106 of the Town and Country Planning Act 1990.
<b>Spatial Development Strategy (London Plan)</b>	A strategic planning framework for London prepared by the Mayor of London that sets out strategic land use policy and gives spatial effect to the other Mayor's Strategies. All London Boroughs' Local Development Frameworks have to be in general conformity with the Spatial Development Strategy.
<b>Statement of Community Involvement</b>	A Local Development Document that sets out how and when stakeholders will be involved in development plan preparation process and consulted on major planning applications. A statutory document subject to an inspector's examination.
<b>Strategic Environmental Assessment (SEA)</b>	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. In this guidance, 'SEA' is used to refer to the type of environmental assessment required under the Strategic Environmental Assessment Directive.
<b>Supplementary Planning Documents</b>	Supplementary planning documents may cover a range of issues, both thematic and site specific, which may expand policy or provide further detail to policies in a development plan document. Supplementary planning documents may take the form of design guides, area development briefs, master plan or issue-based documents, which supplement policies in a development plan document.
<b>Sustainability Appraisal (SA):</b>	Generic term used in this guidance to describe the form of assessment that considers social, environmental and economic effects, which fully incorporates the requirements of the Strategic Environmental Assessment Directive.
<b>Sustainable Development</b>	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.