Redbridge Statement of Community Involvement

How to get involved in planning in Redbridge

Consultation Draft

September 2019

www.redbridge.gov.uk
About this Consultation

The Statement of Community Involvement (SCI) is the Council’s position on, and guide to, how it will effectively involve the wider community in the planning process. The first version of the SCI was produced in 2006; the Council has reviewed it to take account of changes to planning law and procedures, as well as changes with technology and social media and the Council’s own organisation.

The Council is seeking the views of residents, businesses, community groups, developers, and others and consultation is open from 20th September until 23rd December 2019. We welcome any comments you may have regarding this draft Statement of Community Involvement (SCI)

Information on how to submit responses to this consultation is available online at:

www.redbridge.gov.uk/sci

All comments should be received by 23rd December 2019.

An online consultation is available at www.redbridge.gov.uk/sci

We also accept letters to:

Statement of Community Involvement
Planning Policy
London Borough of Redbridge
11th Floor Front
Lynton House, 255-259 High Road
Ilford, Essex
IG1 1NY

For a clear explanation on the technical and specialised planning terms and acronyms used in this document, please refer to the glossary available from the Planning Portal.
# Contents

About this Consultation .................................................................................................................................................. 2  
Contents ................................................................................................................................................................................ 3  
Foreword .............................................................................................................................................................................. 5  

## 1. Introduction ............................................................................................................................................................... 6  

### 1.1. What is the SCI? ............................................................................................................................................... 6  

### 1.2. The Planning System ..................................................................................................................................... 6  

### 1.3. Consultation Principles ................................................................................................................................ 6  

### 1.4. Consultation Methods .................................................................................................................................. 8  

### 1.5. Legislation......................................................................................................................................................... 9  

### 1.6. Monitoring the SCI ......................................................................................................................................... 9  

## 2. About our Communities ...................................................................................................................................... 10  

### 2.2. Redbridge’s Residents ................................................................................................................................ 10  

### 2.3. Redbridge Compact .................................................................................................................................... 11  

## 3. Plan Making .............................................................................................................................................................. 13  

### 3.1. Local Plan ........................................................................................................................................................ 13  

### 3.2. Preparing a Local Plan ................................................................................................................................ 13  

### 3.3. Issues and Options ....................................................................................................................................... 16  

### 3.4. Consultation ................................................................................................................................................... 16  

### 3.5. Submission and Examination .............................................................. 17  

### 3.6. Waste and Minerals ..................................................................................................................................... 17  

### 3.7. Area Action Plans and other Development Plan Documents .......................................................... 17  

### 3.8. Supporting Documents ............................................................................................................................. 18  

## 4. Development Management ............................................................................................................................... 20  

### 4.1. What is development management? .................................................................................................... 20  

### 4.2. Stages of Development .............................................................................................................................. 20  

### 4.3. Pre-Application Consultation ................................................................................................................... 20  

### 4.4. Planning Applications ................................................................................................................................ 22  

### 4.5. Decision making stage and Planning Committee .................................................................................. 26  

### 4.6. Design Review Panel ................................................................................................................................... 27  

### 4.7. Environmental Impact Assessment (EIA) Screening and Scoping .............................................. 28  

### 4.8. Listed Building Consent ............................................................................................................................. 28  

### 4.9. Permitted Development ............................................................................................................................ 28  

### 4.10. Prior Approvals .............................................................................................................................................. 28  

### 4.11. Reserved Matters, Discharge of Conditions and Amendments .................................................. 29


Foreword

For decades, Redbridge has promised its residents a great quality of life. We have high performing schools, relatively affordable housing, green spaces and strong local communities. From East End working class communities leaving the inner city, to families arriving in the borough from many parts of the world seeking better prospects, we have always welcomed new communities to a borough where they can find opportunity and safety.

Each generation renews our borough’s promise to provide a great quality of life. This Statement of Community Involvement (SCI) aims to start a debate about how we can all work together – as public services, voluntary organisations, communities and individuals – to restate who we are and what we want for the future of Redbridge.

Our challenges are clear. London’s post-war decline turned around in the 1980s and 1990s, and since then Redbridge’s population has grown and changed substantially. The population is projected to rise by around 30,000 over the coming decade as Crossrail brings new residents into Ilford and its surrounding neighbourhoods. As our population grew, not enough new homes were built to accommodate our new residents. As such, our Borough has the second most people per dwelling and one of the longest housing waiting lists in the country. The ability of our public services to respond to these challenges in traditional ways is increasingly constrained by austerity.

As neighbouring boroughs build new infrastructure and retail facilities to meet their demands, and the economy changes, we also need to ensure our communities are brought along with a changing London.

The SCI is part of our joint effort towards making Redbridge a Great Place to Live.

Cllr Sheila Bain

Cabinet Member for Planning and Planning Enforcement
1. Introduction

1.1. What is the SCI?

1.1.1 The Statement of Community Involvement (SCI) is a statutory document that explains the Council’s approach to consulting and engaging with the community in the development planning of Redbridge. This includes the preparation of the Local Plan and other planning policy documents, assessing planning applications and making decisions on new developments, as well as neighbourhood planning and approaches to consultation by developers.

1.1.2 Redbridge Council adopted its previous SCI in 2006; however, since it was originally published there have been many changes to planning legislation, requiring a new version. Additionally, the Council’s priorities have evolved, and technological advances have changed the way public consultation is undertaken.

1.1.3 The wider context of planning and development in London has also changed, and the Council must engage in the challenge of meeting local community needs in a global city facing unprecedented challenges, and respecting existing communities whilst dealing with our chronic housing issues.

1.1.4 Planning involves shaping the places and managing change where people live, work, learn, and visit, and balancing property rights and the needs of society as a whole. It is therefore important that the public can take part in this process. Redbridge contains diverse communities including residents, businesses, charities, workers, and visitors, with a wide range of differing views and needs. The Council must also co-operate with neighbouring boroughs, government agencies, and utility providers.

1.2. The Planning System

1.2.1 The planning system in England is a ‘plan-led’ process. This means that a local planning authority (such as Redbridge) must research and develop a plan for the area that sets out how land will be developed over a 15-year period, based on national and regional legislation and guidance, and local evidence. This is the Plan-Making stage.

1.2.2 Applications for development are submitted to the local planning authority, and in most cases decisions are made based on the plan for the area (with some exceptions such as Prior Approvals). It is best to discuss proposals though a pre-application process before submitting an application. This is the Development Management stage.

1.3. Consultation Principles

1.3.1 These are the principles that the Council will seek to follow when consulting on plans and developments, and that the Council expects of developers and infrastructure providers when conducting their own consultations.

Clear and non-technical information
Information for consultations will be written in plain English as far as possible, and any technical words will be explained and a glossary provided or linked to. We will ensure the purpose of the consultation is clear and explained.

Where a document is very technical in nature, an executive summary, non-technical summary or similar will be provided as part of the document or alongside it.

**Strategic and early engagement**

Consultation will be early and strategic, so that it asks the right questions and allows people to think about the “bigger picture” and have their say at a stage where changes can still be incorporated. This will ensure that the Council has the right policies in place with a clear vision for each area of the borough, and that development proposals and programmes are consulted upon early. Early engagement will also help avoid delays in the planning process caused by important or unexpected issues being raised at a late stage in the process.

**Appropriate Scale and Flexibility**

The length of the consultation, techniques used, and scale of publicity will be in proportion to the type of document, the level of planning, and the impact of the proposals. The Council will aim to consult for the maximum periods possible within reason (up to 12 weeks for individual documents, which will often be part of a longer process of engagement), although applications will have a shorter consultation period, and this may not always be possible considering planning regulations for particular areas of development plan consultation periods.

The Council will be flexible around the times and locations of consultations, in order to improve accessibility of different groups.

**Variety of Methods**

A range of consultation and publicity techniques will be used, across both online and physical spaces, including workshops, drop-in sessions, press launches, online surveys, and social media. The Council will use new digital methods such as 3D digital modelling and Citizen Space, alongside more traditional and conventional methods for public consultation to improve inclusivity and to ensure a more representative feedback/response.

**Accessibility**

When preparing consultations, groups traditionally under-represented in planning will be considered. This may include younger people, people from an ethnic minority background, people living in the private rented sector or social housing, those without internet access or computer literacy, and those who speak English as a second or additional language. Consultation events will be in venues accessible to those with disabilities; and will seek to include the views of children and young people as part of our commitment to becoming a UNICEF Child Friendly Borough.
Coordination

Coordination within the Council and with our partners will ensure that departmental separation or “silos” are avoided and that joint working is practiced between the council’s planning department and other bodies, to avoid the risk of “consultation fatigue”.

Openness

Accurate records will be kept of responses to consultations, and a Consultation Statement (either as a separate document or within a Cabinet or Planning Committee report) will be published after each consultation ends. The Consultation Statement will summarise the consultation process and results; and explain how the responses were considered by the Council in its decision making. Consultation Statements will be published on the Council’s planning website post consultation.

Monitoring

We will monitor the effectiveness of our consultation activities, including seeking feedback from consultees to ensure our activities are more effective in the future.

Privacy

We will treat all data submitted in line with the General Data Protection Regulations (GDPR 2018), to ensure personal data is protected (see Section 4.16).

Skills and Capacity

The Council will encourage capacity-building and the improvement and retention of the skills, knowledge and tools needed, both within its own organisation and other organisations to ensure better communications, provide a focus on early engagement and vision setting, and avoid misconceptions about the role of the planning process.

1.4. Consultation Methods

1.4.1 There are various consultation techniques that can be used (by the Council or a developer) when consulting with the community, depending on the scale, importance, and potential impact of a development or policy.

1.4.2 Consultation methods vary in terms of:

- Material costs (e.g. printing, posting, venue hire)
- Staff time (taken to prepare materials or attend events)
- Their target audience (e.g. the general public, or more specialised groups or stakeholders)
1.4.3 Different techniques vary in the level of engagement that is possible, and the audience and demographic that they will attract. Leaflets and posters are primarily about informing the public that a consultation is taking place. Exhibitions and Q&A sessions allow for more direct engagement; while online surveys allow people who cannot make it to a physical event to have their input.

1.4.4 When deciding upon consultation methods, the Council will consider the scale of the proposed plan or development, the planning issues and level of interest that is likely to emerge, and its own prioritisation of time and resources; to make sure there is a proportionate approach. This will avoid both surprises (where insufficient consultation has taken place) and consultation fatigue (which may happen if many different consultations take place simultaneously).

1.4.5 Table 9.1 shows the various options that can be considered for consultations (by the Council, developers, and others), the circumstances where they are most useful or appropriate, and the timing/resource implications.

1.5. Legislation
1.5.1 In 2006, the Council adopted its current SCI. The Council has produced this newly revised edition in 2019 to take account of various changes in planning regulations, including the following:

<table>
<thead>
<tr>
<th>Policy updates this document covers:</th>
<th>Legislation (as amended) this document has been prepared under:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• National Planning Policy Framework (NPPF)</td>
<td>• The Planning and Compulsory Purchase Act 2004</td>
</tr>
<tr>
<td>• Neighbourhood Plans</td>
<td>• The Community Infrastructure Regulations 2010</td>
</tr>
<tr>
<td>• Duty to Co-operate</td>
<td>• Equality Act 2010</td>
</tr>
<tr>
<td>• Community Infrastructure Levy (CIL)</td>
<td>• The Localism Act 2011</td>
</tr>
<tr>
<td>• Equalities Impact Assessment (EqIA)</td>
<td>• The Town and Country Planning (Local Planning) (England) Regulations 2012</td>
</tr>
<tr>
<td>• Assets of Community Value (ACV)</td>
<td></td>
</tr>
</tbody>
</table>

1.5.2 Further information on the above is available at [https://www.planningportal.co.uk/](https://www.planningportal.co.uk/)

1.5.3 The Government have a Plain English guide to the planning system, which provides an explanation of how the planning system works in England. Please visit [https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system](https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system)

1.6. Monitoring the SCI
1.6.1 The SCI will be reviewed as part of the Authority Monitoring Report (AMR), an annual report of planning performance in Redbridge that is approved by the Council’s Cabinet. The AMR will review engagement to ensure that the SCI is still appropriate and relevant to the needs of the community and the Council.

1.6.2 The Council is required to review the SCI every five years - this will involve reviewing how consultation has worked over the lifespan of the SCI, as well as making updates to take account to changes in planning legislation and best practice.
2. About our Communities

2.1.1 Redbridge is a varied and diverse borough with good access to green space, good schools, good road and rail links, and a mostly residential character with strong transport links to the City of London and Canary Wharf, that will further be transformed with the opening of Crossrail.

2.2. Redbridge’s Residents

2.2.1 Redbridge is the fourth most ethnically diverse local authority in the UK, as well as one of the fastest growing. Over the past ten years, the population of Redbridge has grown from 265,452 (mid 2008 estimate) to 303,858 (mid 2018 estimate); and by 2030 there will be just under 340,000 people living in Redbridge.

2.2.2 Redbridge is made up of many diverse ethnic groups. By 2021, the largest groups of people are predicted to be White British (23.8%), Indian (18.9%), Pakistani (14.3%), Other White (8.8%), Other Asian (8.2%), and Bangladeshi (8.0%).¹ There are also substantial numbers of Black and mixed-race residents within the borough. There is a clear geographic divide, with white residents primarily in the north and west of the borough, and Asian residents in the south and east of the borough.

2.2.3 The average household size is the second largest in the country (after the neighbouring borough of Newham), reflecting societal preferences and cost pressures that lead towards extended families living together, and the shortage of new housing stock that makes it difficult for younger residents to form their own households.

2.2.4 Redbridge has many different religious communities. The largest proportion of borough residents are Christian (35.2%), Muslim (29.4%), Hindu (14.0%), no religion (13.0%), Jewish (3.4%), and Sikh (3.1%).

2.2.5 The needs of Redbridge’s diverse population are reflected in the shifting demand for community facilities such as places of worship, specialised businesses, shops, and restaurants.

2.2.6 As of 2016, the majority of people in Redbridge live in housing that their household owns, either outright (23.0%) or with a mortgage (36.5%) (both higher than average for London). 31.1% of people in Redbridge rent from a private landlord (higher than average for London), and 9.4% rent from the Council or a Housing Association (lower than average for London, and reflective of our small social housing stock).²

2.2.7 The Council recognises that certain groups of people may face greater challenges when engaging with the planning system than others, for example due to language and technological barriers. To combat this, the Council will explore ways of using modern consultation tools, selecting a range of accessible venues, and providing documents in accessible formats on request, as well as proactively contacting and engaging with established groups that represent, and have contacts within different groups in society. This will ensure that the Council meets its aims in making consultations more inclusive.

¹ Housing-led Ethnic Group Projections, GLA (2016)
² Housing Tenure by Borough (2016) https://data.london.gov.uk/dataset/housing-tenure-borough
2.3. **Redbridge Compact**

2.3.1 The Redbridge Compact\(^2\) is a framework for partnership working between the Council, the wider public sector, and the voluntary sector within the borough. It includes a commitment from the Council to consider the social impact that policies and programmes being developed may have and their possible effects on local efforts to inspire and encourage social action and empower communities.

2.3.2 Where the Council is unable to be compliant with the Compact, it is required to provide an explanation as to why and to find an alternative route forward.

2.3.3 The Compact includes expectations that the Council and other public bodies will:

- Involve citizens at the earliest stage and work with local voluntary groups
- Consult local groups on issues affecting them
- Run Public Consultations for at least 12 weeks wherever possible
- Increase opportunities for groups to influence policies and strategies to improve and transform services
- Share visions and plans as early as possible
- Create opportunities for the voluntary and community sector to use their knowledge and expertise to influence decisions
- Engage voluntary sector groups on issues of interest to them using mechanisms that support and enable as many responses as possible
- Invite relevant groups to work with them from the start of planning consultations and give early notice of forthcoming consultations
- Present consultation choices clearly and realistically, including where there is a preferred option. Alternatives should be invited, whilst making clear what can and cannot be changed as a result of consultation and engagement
- Give feedback to respondents on what has been heard and what will be happening.
- Publish consultation results and provide feedback on any decisions taken or next steps

2.3.4 The Compact expects its Voluntary Sector partners to:

- Be accountable
- Uphold their independence and explain to public bodies what it means to them and what it can achieve in practice
- Respond positively and actively to opportunities to engage in co-production with public bodies
- Work to ensure their comments reflect the wishes and needs of their members and service users – and be clear about who they are representing
- Seek to lead change
- Identify new solutions to local problems
- Be flexible and responsive to the changing environment
- Actively seek opportunities to develop shared visions and seek to enhance each other’s capabilities

\(^2\) The Redbridge Compact: [https://www.redbridge.gov.uk/about-the-council/redbridge-compact/](https://www.redbridge.gov.uk/about-the-council/redbridge-compact/)
• Promote and respond to public sector consultations where appropriate, supporting their members and service users to have timely and meaningful input
• Say who they are representing, and in what capacity
• Ensure they can demonstrate how they have consulted with any individuals or groups on whose behalf they are responding
• Make constructive suggestions about how consultations are run
• Support their members and service users to have meaningful input to consultation opportunities
• Focus on evidence-based solutions, with clear proposals for positive outcomes, where possible, when putting forward ideas
3. Plan Making

3.1. Local Plan

3.1.1 The Local Plan is the key planning policy document produced by Redbridge, and together with the London Plan and any Neighbourhood Plans, forms the “development plan” for the area. The policies within the development plan are used to make decisions on planning applications received by the Council, and contain a mix of high level strategic policies, and more specific development management policies that apply to certain types of development.

3.1.2 The Local Plan needs to be consistent with national policy and the London Plan, but getting involved in the Local Plan process is the most effective way of shaping the local environment. The current Local Plan and accompanying documents can be accessed via https://www.redbridge.gov.uk/localplan

Figure 3.1 - Diagram showing the relationship of the Local Plan, SCI, and other planning documents

3.2. Preparing a Local Plan

3.2.1 Plan making occurs in a cycle, and Local Plans are typically updated every 5 years.
3.2.2 Local Plans need to be supported by robust and proportionate evidence on key issues such as demographics, employment, design, transport, housing, heritage, and the environment – a lack of evidence means that parts of a plan are likely to be challenged (e.g. by landowners or developers) when the plan is examined.

3.2.3 The following supporting documents and activities exist in relation to the Local Plan:

**Survey of Area**

3.2.4 The earliest stage of plan making is formally known as the survey of area, which includes information on various topics affecting the area, as well as information on neighbouring areas outside the borough.

3.2.5 This includes a combination of information from official sources, such as the Office of National Statistics (ONS) population estimates, and studies by and on behalf of the Council. The Council will consult with and seek information from agencies, community groups, and service providers to provide added value to its information.

3.2.6 The goal is to have a clear understanding on the current situation of the borough, such as its housing stock and its community assets, that can then inform further evidence gathering and policy proposals.

3.2.7 The borough may carry out Needs Assessments for different types of social infrastructure and will carry out targeted consultation for the type of infrastructure in question – e.g. it will consult with children and young people through its schools when assessing provision for play and open space facilities.

**Local Development Scheme**

3.2.8 The Local Development Scheme is a project plan that outlines what Local Plan documents will be produced, as well as a timetable, typically covering a three-year period. This is not consulted on specifically, although it provides a broad overview of where in the plan-making cycle the Council is, and when future consultations are likely to occur.

**Sustainability Appraisal**

3.2.9 The Sustainability Appraisal (SA) is integral to the Local Plan process and is conducted at each of the various stages of developing the plan. It promotes sustainable development by making sure that the growth vision and policy options within the plan, when judged against “reasonable alternatives”, will help to achieve environmental, economic, and social objectives. The Sustainability Appraisal will do this by assessing different options, both for the plan as a whole (the plan vision), and for the individual policies.

3.2.10 The Sustainability Appraisal will be consulted on alongside the Local Plan at each stage in its preparation.

**Equalities Impact Assessment (EqIA)**

3.2.11 The Council is required to carry out an Equalities Impact Assessment (EqIA) for its Local Plan. This is to ensure that policies within the plan do not have any adverse impact on
people on the basis of “protected characteristics⁴”, and that any potential impact can be identified and avoided. This will be consulted on alongside the Local Plan.

3.2.12 Other planning documents such as SPDs will undergo an EqIA “screening” exercise to assess if there is the potential for any negative impacts. If the screening exercise identifies potential negative impacts, a full EqIA will be undertaken.

**Characterisation Studies**

3.2.13 **Characterisation Studies** and similar documents (Area Assessments, Urban Capacity Studies) are used to define the characteristics of different areas of the borough and develop an understanding of their built form and socioeconomic characteristics. In addition, it may identify the overall capacity of areas for growth or new development, and the sites and/or types of development that would be appropriate. They will be consulted on during the early stages of the Local Plan’s development, either separately and/or alongside the Local Plan itself.

**Local Plan Panel**

3.2.14 The Council has a **Local Plan Panel** of elected Councillors that reviews progress on the Local Plan and other planning policy documents, and acts as an advisory committee to the Cabinet.

**Call for Sites and Site Allocations**

3.2.15 The Council will periodically undertake a **Call for Sites**. This is a consultation that allows landowners, developers, and other people to submit details of land which they believe could be developed for housing and/or other uses. The Council will publish criteria for inclusion (e.g. minimum site area) where a Call for Sites is carried out.

3.2.16 Most developments (close to 99% of the total) in London are on previously developed land. Some of these sites and buildings are in existing use, and therefore the Council will require information (e.g. lease expiry dates) about when land is likely to become available for development.

3.2.17 Sites that are submitted will then be assessed against constraints (e.g. flood risk, green belt) and planning policies, and if considered suitable for redevelopment, may be included within the Brownfield Land Register, and/or included as a potential site allocation when the Local Plan is next reviewed, and consulted on as part of that review.

3.2.18 Appropriate sites identified through the Call for Sites and other analysis will be proposed as **Site Allocations**. The draft London Plan states that boroughs should optimise the capacity of sites through a consultative design-led approach; and the Council may undertake more focussed consultation on specific sites as part of the Local Plan process.

**Consultation Periods**

3.2.19 The legal minimum for consultations (at each stage) on the Local Plan and other “Development Plan Documents” is 6 weeks, however the Council will seek to consult for 12 weeks in line with the Redbridge Compact. This extended period may not be possible when:

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⁴ The Protected Characteristics within the Equality Act 2010 are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- The plan is in conjunction with other boroughs (e.g. Joint Waste Plan) and it has not been possible to agree an extended timescale
- Regulations already exist containing specific local authority response periods, such as in the case of Neighbourhood Plans, or where the consultation has a more limited scope (e.g. Main Modifications consultation during local plan examination)
- There is another significant reason to expedite the consultation (e.g. if the Local Plan needs to be submitted for examination before a certain date)

3.3. Issues and Options
3.3.1 The first stage of Local Plan consultation is the “Regulation 18 Consultation”. This stage is an options testing phase that may be repeated a number of times.

3.3.2 The amount of detail will vary, however, the Regulation 18 consultation will include the Council’s proposed overall strategies, as well as options or proposals for some more detailed policy areas (such as housing and transport).

3.3.3 There will be extensive publicity of the proposed Local Plan at this stage; and the Council will operate an online portal which will be the preferred method of receiving comments.

3.4. Consultation
3.4.1 The Council will, following the earlier Regulation 18 consultations, produce what is called the “Regulation 19” Submission Draft Local Plan. This is a “final draft” of the Local Plan prior to the examination process. Therefore, the intended vision, strategy and policy approach of the plan will have been decided at this point (although consultees may suggest modifications to improve these); and the focus of the consultation is on whether the Council has followed the correct procedures, and whether the policies are worded correctly so that they are clear enough to use when making planning decisions.

3.4.2 The Council will ask representors whether the draft Plan is “legally compliant”, “sound”, and if it complies with the “duty to co-operate”, as well as for comments on policies and supporting text and diagrams within the plan. Table 3.1 explains what these questions mean:

<table>
<thead>
<tr>
<th>Aspect of the draft Local Plan you agree or disagree with:</th>
<th>Relevant question:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council has/has not followed relevant legislation when preparing the Local Plan</td>
<td>Is the Local Plan Legally Compliant?</td>
</tr>
<tr>
<td>Strategy or Policy is/is not suitable and appropriate</td>
<td>Is the Local Plan sound?</td>
</tr>
<tr>
<td>Council has/has not adequately co-operated with neighbouring councils</td>
<td>Is the Local Plan compliant with the Duty to co-operate?</td>
</tr>
</tbody>
</table>

3.4.3 When responding at this stage, you should make it clear if you wish to participate in the Examination of the plan.

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5 In reference to Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012
3.5. Submission and Examination
3.5.1 The Council will submit the plan to the Secretary of State, along with supporting evidence, for an independent examination to be organised.

3.5.2 The draft Local Plan will be examined by an appointed Planning Inspector, who will produce an Examination guidance note with more detailed procedural information. A series of public hearings will be held on the topics included in the plan. The date, time, and locations of the hearing sessions will be advertised six weeks in advance.

3.5.3 The Planning Inspectorate produces a Procedure Guide for Local Plan Examinations which provides a step by step guide to how examinations are held.6

3.5.4 Following the hearings, the Council may be asked to make further changes to the plan, known as "Main Modifications". These changes will be published and consulted on for a further period of six weeks, in line with guidance from the Planning Inspectorate.

3.5.5 The Inspector will then produce a report which will state whether they recommend adoption of the Plan (including any further Main Modifications which are necessary). Officers will produce a version of the Local Plan for publication which will then be adopted by a vote at a full Council meeting.

3.6. Waste and Minerals

Waste
3.6.1 Redbridge is part of the East London Waste Authority (ELWA) along with Barking & Dagenham, Newham, and Havering. Therefore, it must jointly prepare Waste Plans with these neighbouring boroughs to allocate sites for the processing and disposal of waste.

3.6.2 Any update to the 2012 Joint Waste Development Plan is also subject to a similar process of examination and consultation to the Local Plan. The timetable and arrangements to produce a new plan will be agreed between Redbridge and the other partner boroughs.

Minerals
3.6.3 Redbridge is a Minerals Planning Authority and is one of four London Boroughs with a target for the extraction of aggregates. Any update to the 2012 Minerals Plan will be subject to a similar process of examination and consultation to the Local Plan.

3.7. Area Action Plans and other Development Plan Documents

AAPs
3.7.1 Area Action Plans (AAPs) are area-specific visions, planning policies, and masterplans used for defined areas of the borough such as town centres and redevelopment areas. They are part of the Development Plan, and allow for more detailed policies in areas which require more focussed intervention, or where there are significant redevelopment opportunities.

3.7.2 AAPs are optional as the Council may instead include similar content in the Local Plan, SPDs, or other non-planning documents such as regeneration strategies or town centre prospectuses. Following the adoption of its present Local Plan in 2018, Redbridge does not presently have any AAPs.

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3.7.3 AAPs are subject to a process of production, consultation, and examination, similar to that of the Local Plan. However, the evidence and consultation will be smaller in scale and more locally specific to the area covered.

**Other Development Plan Documents**

3.7.4 The Council may decide to produce development plan documents for specific purposes in addition to, or to replace parts of, the Local Plan. An example of these include Site Allocations Documents. These will be consulted and examined in a similar way to the Local Plan, although this may be more targeted in nature, or in combination with other documents.

3.8. Supporting Documents

**Proposals Map**

3.8.1 The Council is legally required to keep an up to date Proposals Map (sometimes known as a Policies Map), showing the policies of the Local Plan and other parts of the Development Plan on a map.

3.8.2 Proposed revisions to the Proposals Map will accompany consultations on the Local Plan.

**Article 4 (1) Directions**

3.8.3 Article 4 (1) Directions are used to remove specified “Permitted Development Rights”, so that planning permission is required for certain forms of development that would ordinarily not require planning permission. This can be applied to individual properties, a defined area within the borough (e.g. a Conservation Area, a town centre, or individual streets), or the entire borough.

3.8.4 The Council can issue an “immediate Article 4 (1) Direction” without prior consultation. This is used where there is an immediate need to prevent certain developments (e.g. the demolition of locally listed buildings). However, this immediate Article 4 Direction is only temporary in nature (lasting for six months). The Council is required to consult within the six month period before the immediate Article 4 (1) Direction can be “confirmed” and made permanent.

3.8.5 More commonly the Council will issue a “non-immediate Article 4 (1) Direction. This involves the Council giving twelve months’ notice of its intention to issue an Article 4 (1) Direction; the Council will consult at the beginning of this twelve month notice period.

**Tree Preservation Orders**

3.8.6 The Council can issue Tree Preservation Orders (TPOs) to protect individual trees, groups of trees or woodlands in the interests of amenity, if they meet certain criteria. Trees of over a certain size in Conservation Areas are also protected by a requirement to notify the Council in advance of proposed works, which allows the Council time to issue a TPO if they deem it necessary. An application for “Consent under Tree Preservation Orders” or “Notification of proposed works to trees in conservation areas” is required for works to protected trees.

3.8.7 The Council can initiate this TPO process themselves, or in response to a request by a third party (e.g. a local society).
3.8.8 TPOs come into immediate effect for a provisional six month basis once “made” by the Council, allowing it to provide immediate protection if deemed necessary. When the Order is “made”, the Council must serve notice on the landowners, and is also required to consult for at least 28 days. After the landowner and other people have had this chance to respond, Council will then decide whether to “confirm” the order on a permanent basis (with or without modifications) or not.

**Conservation Areas**

3.8.9 Local Planning Authorities are obliged to designate as conservation areas any parts of their own area that are of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance. This means that appropriate new development proposals may still take place, but will need to be justified within the context of the Conservation Area.

3.8.10 When intending to designate, alter the boundary of, or de-designate a Conservation Area, the Council will undertake a Conservation Area Appraisal and consult locally, as well as with Historic England and other relevant heritage organisations.

3.8.11 Conservation Areas carry some additional planning restrictions, and the Council can use Article 4 (1) directions to remove permitted development rights where this is considered necessary to protect the character of the Conservation Area. The Council is required to give special attention to the desirability of preserving or enhancing the character or appearance of the conservation area when determining planning applications.

3.8.12 The Council is required to publish guidance for the “preservation and enhancement” of Conservation Areas in the form of Conservation Area Character Appraisals and Management Plans. These are specialist SPDs and will be consulted on in the same way as other SPDs, but with a focus on the relevant geographic area and heritage organisations, and the Council will comply with the specific legal requirement to hold a public meeting in the relevant Conservation Area.

**SPDs**

3.8.13 Supplementary Planning Documents (SPDs) are documents used that provide further detail on particular aspects of planning or types of development.

3.8.14 SPDs cannot be used to create new policy, but are useful in providing further clarity or detail regarding existing policies within the Local Plan, and are a material consideration in decision making.

3.8.15 Consultation on SPDs will be proportionate to the scale and purpose of the document. For example, if an SPD is focused on one geographic area of Redbridge, consultation will focus on that location.

3.8.16 A summary of consultation responses and changes to the final version of the SPD will be published prior to its adoption.

3.8.17 Legally, the Council must consult on SPDs for a minimum of 4 weeks, however the Council will seek to extend this where possible to 12 weeks, in line with the Redbridge Compact.

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7 Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
8 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
4. Development Management

4.1. What is development management?

4.1.1 Development management is a crucial part of the planning process. It puts plans and policies into effect to achieve the sustainable development of Redbridge. Development Management includes assessing and deciding planning applications, including planning permission, listed building consent, advertising consent, and prior approval.

4.1.2 All planning applications involve an element of public consultation, and this can draw attention to policy issues and other practical matters in relation to the proposals.

4.2. Stages of Development

Table 4.1 below shows the stages of consultation and public engagement in the development management process.

<table>
<thead>
<tr>
<th>Table 4.1 - Stages of Development Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-application stage</strong></td>
</tr>
<tr>
<td>Particularly for larger applications, developers are strongly encouraged to engage in a variety of ways with residents and other local stakeholders using the methods outlined in Table 9.1. This is the best time to get involved as it is the stage where residents can have the greatest influence on proposals. The best way to get involved at this stage is to attend pre-application events when they are held or engage with developers on social media or through surveys when they make these options available, and to discuss any concerns with your local councillor. See Section 4.3 below.</td>
</tr>
<tr>
<td><strong>Planning Application stage</strong></td>
</tr>
<tr>
<td>A formal consultation is organised by the council, and residents and other bodies are invited to make comments on the submitted proposals. This is open for a minimum period of 21 days, but in practice will be longer for major developments (see paragraph 4.4.10). At this stage, comments are influencing whether a development is approved or not. The best way to get involved at this stage is to read the proposal documents, and submit detailed, specific comments on why they should or should not be approved. See Section 4.4 below.</td>
</tr>
<tr>
<td><strong>Decision making stage</strong></td>
</tr>
<tr>
<td>If there is substantial public interest in the proposal, the decision will be made at a committee meeting. Residents can speak at these meetings to express local views on the proposal. The best way to get involved at this stage is to discuss your concerns with your local councillor, or to ask to speak on the application at committee. See Section 4.5 below.</td>
</tr>
</tbody>
</table>

4.3. Pre-Application Consultation

4.3.1 Although not a legal requirement in England, developers are strongly encouraged to arrange engagement with residents, local stakeholders and relevant statutory bodies during the pre-application stage, particularly for major development, and for complex or sensitive sites.

4.3.2 The draft London Plan’s Good Growth policies emphasise the importance of early and inclusive engagement with local communities and other stakeholders. During this stage, various consultation methods can be used depending on the size of the scheme. It may be more appropriate to appoint specialist consultants to manage more extensive consultations.
4.3.3 The pre-application process can help produce better proposals and ensure that concerns can be resolved early on. In particular, community involvement can help expedite the planning application once submitted because local concerns can be resolved earlier on.

4.3.4 Local community consultation should generally occur at the concept design stage (Stage 2 of the RIBA (Royal Institute of British Architects) Plan of work⁹), so that there is a clearly defined proposal to comment on, whilst being at a stage that allows for comments to be taken on board. For some very large proposals it is best to consult at an earlier stage than this (such as project definition or master planning), and then re-present proposals at a later stage.

4.3.5 Planning applications classed as “major development” are generally required to be submitted with a Statement of Community Involvement or Consultation Statement. This should provide details of community engagement during the pre-application stage, including meetings, leaflets, exhibitions, etc; as well as dates, venues, and attendance figures. In smaller developments, information about engagement with neighbours may be included within the Planning Statement or Design and Access statement.

4.3.6 Developers will also be expected to demonstrate suitable record keeping and provide a summary of comments received during the pre-application consultation, as well as details of resulting changes made to the proposal (or a reason why changes were not made) as applicable.

Council Developments and Estate Redevelopment

4.3.7 Redbridge has a very small stock of social housing compared with most other London boroughs, and a waiting time of over 10 years for those on its housing register in need of a 3 or 4 bedroom home. Therefore the Council is increasingly looking at how it can deliver its own housing projects on land that it owns.

4.3.8 Where the Council, or its wholly owned company Redbridge Living, is proposing its own development such as new housing, schools, and social care facilities, it will consult both within the local area and with affected service users, with an emphasis on early engagement during pre-application stage and throughout the development process.

4.3.9 This will also extend to instances where the Council is part of a Joint Venture with a developer, and appropriate methods from “Developer Led Pre-application consultation” within Error! Reference source not found. will be used.

4.3.10 The Council also has statutory requirements under Section 105 of the Housing Act 1985 to consult its secure tenants regarding programmes or policies (including estate redevelopment projects) involving “the management, maintenance, improvement or demolition of dwelling-houses let by the authority under secure tenancies”.

4.3.11 To receive funding from the Greater London Authority (GLA), the Mayor of London requires estate redevelopment projects involving the demolition of any social housing (either Council or Housing Association) to be supported by residents in a ballot. This will be operated by an independent body in accordance with GLA guidance. The Mayor’s

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Good Practice Guide to Estate Regeneration contains detailed information on the required approach to consultation on estate regeneration.¹⁰

Pre-Application Advice and Planning Performance Agreements

4.3.12 The Council encourages developers to discuss their development proposals with planning officers during the pre-application stage. There is a graduated scale of charges for this advice on the Council’s website. Fees are set according to the size and type of development.

4.3.13 Where a Planning Performance Agreement exists, this will include specific requirements for consultation before a planning application is submitted; for larger schemes this will include engagement sessions with elected Councillors.

4.3.14 The Council encourages the use of Planning Performance Agreements for major development. This is a mechanism that allows an individual timescale to be agreed that includes both the pre-application and application stages of a development, and is of particular importance on larger applications where multiple pre-application meetings are required and/or it is anticipated that the design will be revised on multiple occasions.

4.4. Planning Applications

4.4.1 When planning applications are received, the Council will “validate” them to ensure that the required plans and documents for that type of application have been submitted. Validating a planning application does not necessarily mean that it complies with policies or will be approved, only that the correct documents have been submitted and the appropriate fee has been paid.

4.4.2 Anybody can submit a planning application for any piece of land, subject to providing notice to the relevant landowners.

4.4.3 Subsequently the Council organises a formal notification where people can make comments on the submitted planning application.

Publicity on Planning Applications

4.4.4 Article 15 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides details of the minimum legal requirements for consulting on planning applications, including the circumstances where we are required to post a site notice, send neighbour notification letters, and publish press notices in newspapers.

4.4.5 The Council will however publicise applications more broadly than this in accordance with the SCI and in particular Table 4.2, in proportion to the type and scale of the proposed development. For “Major Development” in particular, we will expect developers to engage in pre-application consultations.

<table>
<thead>
<tr>
<th>Type of application</th>
<th>Publicity normally undertaken for each type of application</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Website</td>
<td>Site Notice</td>
<td>Press Notice</td>
<td>Neighbour Notification Letters</td>
</tr>
<tr>
<td><strong>Table 4.2 Redbridge’s notification standards for different application types</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Planning Applications including Strategic Development</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes – adjoining neighbours only (for new buildings those directly opposite as well)</td>
</tr>
<tr>
<td>Other Applications including Minor, Household, Telecommunications,.Permission in Principle, outline permissions, “relevant demolition” within Conservation Area</td>
<td>Yes</td>
<td>Yes – for conservation areas and listed buildings Discretionary - site notices for land adjacent</td>
<td>Yes - for conservation areas and listed buildings No – all other applications</td>
<td>Yes - adjoining neighbours only (for new buildings those directly opposite as well)</td>
</tr>
<tr>
<td>Listed Building Consent</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Advertisement Consent</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Certificates of Lawfulness for Proposed / Existing Use or Development or Listed building certificate of lawfulness</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Discharge of Conditions attached to a planning permission</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Prior approval Application (telecommunications)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes - for Larger proposals (adjoining neighbours)</td>
</tr>
<tr>
<td>Prior Approval Application (larger household extensions)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes – Occupiers of neighbouring properties that adjoin the site</td>
</tr>
<tr>
<td>Prior Approval Application (Demolition)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Application with an Environmental Statement</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Proposals departing from the Development Plan</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - adjoining neighbours and those directly opposite</td>
</tr>
<tr>
<td>Proposals affecting Public Rights of Way</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes - adjoining neighbours and those directly opposite</td>
</tr>
<tr>
<td>Prior Approval change of use</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Section 96a Non-material amendment</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
### Type of application

<table>
<thead>
<tr>
<th>Publicity normally undertaken for each type of application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Section 73</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

### How to comment on Planning Applications

4.4.6 We welcome comments on development proposals in Redbridge, and comments do not need to be in a particular format to be considered; however, they must be made in writing. Anybody can submit comments on any application, and this will be looked at as long as it is within the consultation period. It is not necessary to use a solicitor or planning professional.

4.4.7 When responding to consultations, take some time to look at the application first. It is useful to link your comments to planning policies and other material considerations.

4.4.8 The Council is launching a new online “Citizen Portal” that allows users to easily submit comments and view previous comments, and will allow users to receive notifications about types of applications of interest to themselves.

4.4.9 Currently, comments may be submitted online or via email to: planning.consultations@redbridge.gov.uk or posted to: Planning Consultations, 11th Floor Front, Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY

### How long is the Consultation period?

4.4.10 The Council is required to consult for a minimum of 21 days on planning applications. The Council is not required to take into account comments received after this 21 day period, but in practice will do so, particularly in the case of major applications. The Council expects statutory consultees to inform the Council during the 21 day period if it will take longer for comments to be submitted.

4.4.11 The period is extended to 30 days for applications required to be accompanied by an Environmental Statement; and is also extended when it includes bank or public holidays.

4.4.12 Sometimes amendments to a planning application will be submitted while the application is yet to be determined; the Council will in all instances publish these on its website, and will re-consult on major amendments (but there are no statutory requirements for it to do so) and extend the consultation period accordingly.

### Material Considerations

When making a planning decision, the Council can only take matters relevant to planning (as opposed to other issues) into account. These are called “material considerations”.

<table>
<thead>
<tr>
<th>What the law says</th>
<th>What this means:</th>
</tr>
</thead>
</table>
Applications for planning permission ‘must be determined in accordance with the development plan, unless material considerations indicate otherwise’¹¹.

The policies of the development plan (i.e. London Plan, Local Plan, and any Neighbourhood Plan) must be used to decide whether an application should be given planning permission. The policies will help determine whether a proposal is suitable for its given location.

A “material consideration” is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

The National Planning Policy Framework, Supplementary Planning Documents, and other government or Council policies and guidance are important material considerations. Draft or “emerging” policies may also be material considerations.

Some matters are not material considerations because they relate to things controlled using different legislation outside of the planning system.

4.4.13 Matters relating to civil law, building regulations, or licencing are usually not material considerations. However, planning permission does not remove the need to gain other types of permission or licences that may be required, either from the Council, a regulatory body, or a third party (such as landlord’s consent for leasehold property).

4.4.14 Certain other factors or possible outcomes, such as the loss of a private view or potential reduction in the value of a property, are not material considerations – but the reasons these might happen could be material considerations themselves. Table 4.3 is a non-exhaustive list of what are or are not material considerations.

<table>
<thead>
<tr>
<th>Material Considerations</th>
<th>Non-Material Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>These may be considered when deciding planning applications</td>
<td>These cannot usually be considered when deciding planning applications</td>
</tr>
<tr>
<td>- The Development Plan (London Plan, Local Plan, any Neighbourhood Plans)</td>
<td>- Identity or personal characteristics (race, religion, income, political views, etc) of landowner the applicant, agent or potential occupiers; including that this may change in the future</td>
</tr>
<tr>
<td>- National Planning Policy Framework</td>
<td>- Personal circumstances of the applicant (except in limited circumstances such as where the applicant seeks a personal permission)</td>
</tr>
<tr>
<td>- National Planning Practice Guidance</td>
<td>- Reasons/motivations behind applications (including profit)</td>
</tr>
<tr>
<td>- Emerging planning policy and SPDs</td>
<td>- Moral objections (e.g. to gambling or alcohol)</td>
</tr>
<tr>
<td>- Previous planning decisions and appeal decisions including “fall-back” position</td>
<td>- Nuisance or annoyance previously caused by the applicant (except for existing uses where retrospective permission is being sought)</td>
</tr>
<tr>
<td>- Design, appearance, materials, landscaping</td>
<td>- Commercial competition</td>
</tr>
<tr>
<td>- Transport, including highway, pedestrian, cycling, and public transport impacts e.g. capacity, safety, and parking</td>
<td>- Work has already been carried out (in case of retrospective applications)</td>
</tr>
<tr>
<td>- Infrastructure capacity (e.g. school places, public sewers, etc)</td>
<td></td>
</tr>
<tr>
<td>- Environmental impact (including green space, drainage, trees, habitats)</td>
<td></td>
</tr>
<tr>
<td>- Viability and affordable housing provision</td>
<td></td>
</tr>
<tr>
<td>- Amenity - including daylight, sunlight, privacy, or outlook within existing buildings or amenity areas</td>
<td></td>
</tr>
</tbody>
</table>

¹¹ Section 38(6) of the Planning and Compulsory Purchase Act 2004
- Noise, smell, vibrations, or other disturbance (from use of new development once built)
- Effect on heritage assets e.g. listed buildings and conservation areas
- Local economic and employment generation
- Crime and fear of crime

- Effect or perceived effect on the value of neighbouring properties
- Boundary disputes, land covenants, easements (including right to light) land ownership, right of access, leases, party walls, or other areas of property law
- Development would block an existing view from a building or private land

4.4.15 Planning Aid for London is a registered charity that provides a free advice and information service to those people who are affected by planning proposals or decisions and who do not have resources to pay for a planning advice. It is staffed by qualified planning professionals on a voluntary basis. They can be contacted at http://www.planningaidforlondon.org.uk/

4.5. Decision making stage and Planning Committee

Figure 4.1 - The Council Chamber at Redbridge Town Hall, where Planning Committee meetings are typically held.

4.5.1 After the consultation on a planning application is concluded, a Council officer will produce a report setting out their recommended decision. A final decision will then be taken by a senior officer or committee of the Council. In Redbridge, as at most other councils, the majority of planning decisions are decided by staff under “delegated authority” from the Council.
4.5.2 Typically it is only larger or more controversial applications that are decided by the Planning Committee of elected councillors. These include some applications that have three or more outstanding objections, applications made by the Council for its own development proposals, or cases that have been “called in” by a member of the committee. The Chair of the Planning Committee will review cases with more than three objections to determine if they are significant enough to be heard at the Committee.

4.5.3 The case officer’s report will outline the proposal and assess it against relevant policies. Officers will not generally respond to individual letters and objections, but the key issues raised will be addressed. The reports are published on the Council’s website approximately one week before the Committee meeting.

4.5.4 The report will identify the positive and negative aspects of a development, and its recommendation will reflect, whether on balance the development meets the policies of the development plan (taking into account material considerations).

4.5.5 Interested persons may speak at the Planning Committee in support of, or to oppose, a planning application but must inform the committee support officer in advance.12

4.5.6 Speakers are advised that there is a strict two minute time limit and that they should stick to relevant material considerations. It is advisable to rehearse beforehand to ensure you can make your points within the time permitted.

4.5.7 Councillors are bound by certain rules with regards to planning decisions. In particular, members of a planning committee need to avoid giving any indication of predetermination towards a planning decision (i.e. they cannot say that they will vote in a particular way on a given application, before the committee meeting). They are however, allowed to express their opinions on particular types of proposal.

4.5.8 Councillors are also not allowed to vote on an application where they have a conflict of interest (e.g. they are the landowner, or acting on behalf of the developer). The Planning Advisory Service publication Probity in Planning13 gives further information on this.

4.5.9 If they wish to approve the application, the Planning Committee will usually “resolve to grant” planning permission. This means that a decision notice formally granting permission will be issued only after any legal agreements (such as a Section 106 agreement) have been signed.

4.5.10 When the Council has refused planning permission, they will list reasons for refusal, which will be policies and/or material considerations.

4.5.11 All planning applications and decision notices will be published on the Council’s website.

4.6. Design Review Panel

4.6.1 The council has a Design Review Panel which consists of a panel of experts within the built environment such as architecture, urban design, landscaping, delivery, engineering and sustainability to provide objective advice on development proposals across Redbridge. Significant schemes are referred to the panel by planning officers typically at pre-

12 Further guidance is available on the Council website at https://www.redbridge.gov.uk/about-the-council/public-meetings/
application and planning application stage to identify and consider the key design elements of the scheme through the planning process. It provides advice to scheme promoters and to the planning authority as a ‘critical friend’ to support delivery of high quality development.

4.7. Environmental Impact Assessment (EIA) Screening and Scoping

4.7.1 Certain types of planning application, including larger urban development projects (typically those above 150 dwellings or 1 hectare in area) will be subject to an Environmental Impact Assessment (EIA) Screening Exercise. This is to determine if it is necessary to submit an EIA with the application. If an EIA is deemed necessary, an EIA Scoping Exercise (to determine the topics/extent of the EIA that will need to be submitted with the application) will be conducted by the applicant and submitted to the Council.

4.7.2 The EIA Scoping is publicly accessible, so developers should be aware that such a scoping application may be the first time a proposal is freely available in the public domain and should undertake their own initial engagement and consultation first.

4.8. Listed Building Consent

4.8.1 Listed building consent is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest. This includes internal and external works, as well as works within the curtilage (i.e. grounds) of the property.

4.8.2 A listed building consent application will often accompany a planning application for the same development; sometimes listed building consent only is required; this will be consulted on in the same way as a full planning application but comments should focus on whether the proposal has a heritage impact.

4.9. Permitted Development

4.9.1 Many minor changes to a property can be undertaken through “permitted development” and do not require planning permission. This includes small house extensions, some outbuildings, and certain changes of use. They may still require other forms of approval such as landlord’s consent or building consent. Most internal changes to non-listed buildings are not usually defined as “development” and also do not require planning permission.

4.9.2 The Planning Portal has a guide to Permitted Development: https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

4.9.3 Some properties may have had certain permitted development rights removed through planning conditions or an Article 4 (1) direction, in which case planning permission will be necessary.

Note also that most permitted development rights applicable to houses do not apply to flats (including houses converted to flats), and full planning permission will be necessary.

4.10. Prior Approvals

4.10.1 Prior approval is a particular type of permitted development where planning permission for certain types of development (including certain changes of use and demolition) is
effectively granted in advance by central Government, subject to the “prior approval” of certain matters. If approval is given, this can be subject to conditions.

4.10.2 Applications for prior approval are consulted on as with other planning applications, however the prior approvals process only allows a limited range of matters/issues to be considered by the Council. These vary depending on the type of prior approval sought, but do not include affordable housing or minimum space standards.

4.10.3 The gov.uk website has further information: https://www.gov.uk/guidance/when-is-permission-required#permitted-development

4.11. Reserved Matters, Discharge of Conditions and Amendments

4.11.1 There are several types of planning application that are used in relation to projects that have already been approved, where certain details need to be provided or changed, those include:

- approval of reserved matters
- discharge of conditions
- non-material amendments and
- Section 73 (removal or variation of conditions).

**Commenting on Reserved Matters, Discharge of Conditions and Amendments**

4.11.2 All these application types will be notified on the website, and consulted on as appropriate to the type of application.

4.11.3 Note that in all the above cases the development will already have been approved (and in some cases, may have started construction), and therefore objections to the principle of development will not be considered; comments should instead focus on the reserved matter (e.g. access), or the condition being modified (e.g. any design changes that are being made) or discharged.

**Approval of Reserved Matters**

4.11.4 When outline planning permission is applied for, details of certain aspects of that proposed development may be “reserved” for later determination. These include the access, appearance, landscaping, layout, and scale of the proposed development. Reserved matters applications are then submitted for one or more of these details.

**Technical Details Consent**

4.11.5 Where ‘Permission in Principle’ (PiP) has been granted, full planning permission is then granted through ‘Technical Details Consent’. The principle of development (e.g. number of homes) will already have been established, however matters such as site layout, design, and access, may be commented on.

**Discharge of Conditions**

4.11.6 Discharge of Conditions applications are where details or reports need to be submitted and approved, or physical actions undertaken before a certain stage of the development. For example, there may be “pre-commencement conditions” which must be discharged.
before construction work starts, and there may also be “prior to occupation conditions” which must be discharged before the development is occupied by the end users.

4.11.7 The Council has 8 weeks (16 weeks in the case of EIA applications) to determine Discharge of Conditions applications.

**Non-Material Amendments**

4.11.8 Non-Material Amendment applications (also known as Section 96A applications) are used for small changes to an existing planning permission. There is no statutory definition of “non-material”, however it would apply to minor amendments which would not change the description of the development.

**Section 73 Amendments**

4.11.9 Section 73 Amendments are used where an applicant wishes to remove or vary planning conditions on an existing planning permission. This can be in relation to any condition (e.g. opening hours); however, a common usage is to revise the design of the proposal by substituting the approved plans for new versions. They are typically used for more significant changes than “non-material amendments”.

**Amending Planning Obligations**

4.11.10 Planning Obligations (often known as Section 106 agreements) can be renegotiated at any point with the mutual consent of the Council, developer, and any other signatories (e.g. a bank or other lender). However, where a planning obligation is over 5 years old, an application may be made to the Council to change the obligation where it “no longer serves a useful purpose” or would continue to serve a useful purpose in a modified way.

4.12. **Other Applications**

4.12.1 Some types of planning application are not formally consulted on; however, they will be published on the Council’s website for information purposes:

- Certificate of lawfulness of proposed use or development
- Certificate of lawfulness of existing use or development
- Certificate of lawfulness of proposed works to a listed building
- Details pursuant to conditions
- Non-material minor amendment applications
- Tree applications
- Advertisements

4.12.2 Whilst consultees and members of the public may comment on these, the Council may not be able to consider those comments in its decision - this is because these types of application are assessed against legal tests within planning legislation, whereas other planning applications such as full planning applications, householder applications, and listed building consent, are assessed against policy and other material considerations.

4.13. **Planning Appeals and Call-ins**

**Planning Appeals**

4.13.1 If planning permission is refused, or is approved with conditions the applicant does not agree with, or a decision is not made by the Council within the statutory period, or an
enforcement notice is served, an applicant may appeal to the Planning Inspectorate. A Planning Inspector will decide whether to allow (approve) or dismiss (refuse) the appeal.

4.13.2 Most appeals are decided using the fast-track or written representations route. More significant schemes may have a hearing, and very large-scale schemes may have a planning inquiry. On rare occasions, the appeal will be a “recovered appeal”, where the Planning Inspector’s report makes a recommendation, and the Secretary of State gives the final decision, which may be different to that of the Inspector.

4.13.3 The Council provides all comments received on the application to the Planning Inspectorate, and also notifies neighbours who were originally notified, as well as people/organisations who commented on the planning application, about the appeal and of the opportunity to submit further comments to the Planning Inspectorate.

4.13.4 However, for “Fast Track” appeals, which include householder development, advertisement consent, and minor commercial development (e.g. shopfronts), whilst all parties will be notified, only the original comments are considered and there will not be an opportunity to make new comments at the appeal.

**Call-ins**

4.13.5 The Secretary of State may, very rarely where the application is nationally significant, “call in” a planning application rather than letting the Council decide. If a planning application is called in, a Planning Inspector will carry out an inquiry into the proposal at which representors may be invited to speak. The Secretary of State must have regard to the Inspector’s recommendations when making a decision.

4.14. **Engagement by Developers**

4.14.1 We expect developers to follow the Consultation Principles outlined in section 1.3 and to use appropriate methods including those outlined in section 1.4. This will be secured within Planning Performance Agreements where these exist (see paragraph 4.3.13).

4.14.2 Developers should consider the following when producing a consultation strategy:

<table>
<thead>
<tr>
<th>About the Scheme</th>
<th>Further Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How significant is the scheme and what is the perceived level of community interest? This will help you determine the scale of consultation necessary.</td>
<td>This will depend on the scale of the development relative to the location, the nature of the development proposal, and any specific sensitivities (e.g. an existing community use or heritage) relating to the site.</td>
</tr>
<tr>
<td>2. When is the right time to consult? For very large schemes it may be beneficial to hold multiple phases of development, such as an earlier round of consultation on the overall principle of development and artist’s impressions, followed later by a pre-application consultation with more developed proposals.</td>
<td>This will depend on the nature of the proposal, but this approach is recommended for strategic applications.</td>
</tr>
<tr>
<td>3. What is the community make-up and how can I engage with the whole community? An understanding of local demographics, including its socioeconomic characteristics and the proportion of those with English as</td>
<td>Redbridge is one of the most ethnically diverse local authorities in the country, and although the socioeconomic profile varies across the borough, the borough as a whole is very mixed. The Story of</td>
</tr>
</tbody>
</table>
an additional language, will help to identify the most appropriate way of engaging with the whole community.

| 4. Who do I need to consult? Consider how to engage local statutory bodies, voluntary groups, and individuals | A list of statutory and non-statutory consultees is found at Section 8. With the community sector, developers should focus on those groups closest to their proposed developments (including local schools, places of worship, and amenity societies as appropriate), as well as relevant borough-wide groups. |

| 5. What tools and techniques can be utilised to gain more value through the consultation process? Methods can range from additional awareness raising activities, to digital tools, to public events. | Error! Reference source not found. provides a range of tools and techniques. |

| 6. How will comments be recorded, reported and considered? It is good practice to develop a system to respond to comments and establish how they will be recorded. This will feed into the Pre-Application Consultation Report. | Where developers have undertaken pre-application consultation, a Statement of Community Involvement or Pre-Application Consultation Report should be submitted as part of the subsequent planning application. |

**Further Guidance**

4.14.3 The RTPI (Royal Town Planning Institute) has published guidance on what it expects from its members in regard to effective pre-application engagement, which can be accessed via the following link:
  
  https://www.rtpi.org.uk/media/844002/10%20commitments%20for%20effective%20pre-application%20engagement.pdf

4.14.4 Developers may wish to engage the use of specialist consultants to help them organise and run consultation events.

4.15. Case Study: Chepstow, 49 Leicester Road, Wanstead

4.15.1 The proposal (planning reference) 2740/10 was for 24 homes (6 x 4 bedroom houses, and 13 x 3 bedroom and 5 x 2 bedroom flats).

4.15.2 Chepstow, 49 Leicester Road, Wanstead, was a prime redevelopment site within the Wanstead Grove Conservation Area, where after a long and protracted process, a fourth planning application for the redevelopment of the site was approved with the support of the Wanstead Society and Counties Resident’s Association.15

4.15.3 Following the demolition of a detached dwelling on a large site (which required prior approval, but not planning permission), an initial planning application was met with significant local disapproval and a 400 signature petition.

4.15.4 A planning appeal against the refusal of this application was refused as Conservation Area status had subsequently been applied to the area, which the proposal would not have

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14 The Story of Redbridge: https://www.redbridge.gov.uk/about-the-council/the-story-of-redbridge/

15 Web link: https://wansteadsociety.org.uk/chepstow-developers-community-work-together/
been in keeping with. Two subsequent planning applications were refused and the planning appeals dismissed following planning inquiries.

4.15.5 Subsequent to this, Telford Homes liaised with the local societies, who agreed to support a modified scheme; that was of a traditional design, where features of the original house facia and adjoining dwellings were incorporated in the design of the new flats and houses where the building lines and styles were continued. This was in keeping with the varied residential character of the Conservation Area. Additionally, well established trees along the street frontage protected by a TPO were retained, helping to blend the new development in with the existing suburban environment.

4.15.6 This modified proposal was largely supported by local residents and subsequently approved by the Council, and the development was completed in September 2012.

4.16. **GDPR and redaction of documents**

4.16.1 The Council must ensure that it keeps a register of every planning permission, within its jurisdiction/boundary, along with accompanying plans, drawings, and supporting documentation. There is a legal duty upon the Council to publicise certain applications and to consult the public on them, operating in an open and accountable way. However, it is also required to follow the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when processing planning applications and consultee responses and publishing them online.

4.16.2 The work of the Council as a Local Planning Authority, including the processing of planning applications and consultee responses, is a “public task” under GDPR. The processing of personal data contained within any planning applications and consultee responses is therefore necessary to comply with the Council’s legal obligations and fulfil its planning functions as a public body.

**Applications**

4.16.3 Every planning application contains personal data. The name and address of the applicant and agent will be published as this is a matter of public record. Applicants may decide to list their address as being “c/o agent” with the expectation that the agent is able to forward information to their client.

4.16.4 The following information will however be redacted:

- Personal contact details for the applicant - e.g. telephone numbers, email addresses
- Signatures
- “Special Category Data” – this is more sensitive personal data, e.g. supporting statements that include information about health conditions etc. Where this is provided, it should be provided in a separate document but its existence should be made clear in a covering letter.
- Information agreed to be confidential – e.g. due to security arrangements. This should be made clear to the Council prior to submission.

4.16.5 The Council will, however, publish viability evidence submitted with a planning application, along with an accessible summary, except in limited circumstances.
**Comments**

4.16.6 Comments made in relation to a planning application are public comments and will be the responsibility of those posting the comment. The Council will not moderate the comment field of the online Citizen Portal in advance for personal details, but may remove these subsequently, and this will be made clear within the submission form. Comments about the applicant or a third party may be “flagged” by users for review and will be removed if they could be considered potentially libellous, racist, or otherwise offensive.

4.16.7 The name and address of the person / organisation responding will be published, however, the text fields for their email address, and phone number will be removed. Where comments have been sent by post, the letter will be scanned and the signature, email address and phone number removed.

4.16.8 The council is required to retain its Statutory Register of planning decisions forever, but certain other data will no longer be published after several years.

**Third Parties**

4.16.9 Comments made in relation to a planning application will be published online and visible to the applicant and other third parties, may be included (or summarised) within officer reports and Consultation Statements or similar documents, and may also be forwarded to third parties including the Mayor of London and / or the Planning Inspectorate in the event of the application being referable, called in, or an appeal against the Council’s decision.

4.16.10 A similar approach to the above section is taken for comments made in relation to a planning policy consultation. The Council will retain all representations regarding any stage in the production of the Local Plan until at least six weeks after the adoption of the Local Plan (to account for any potential legal challenge).
5. Neighbourhood Planning

5.1.1 The Localism Act 2011 introduced legislation that enables communities to create a Neighbourhood Plan for their area. This was then implemented through the Neighbourhood Planning (General) Regulations 2012.

5.1.2 Neighbourhood Planning is a process that gives communities greater control over the development of their areas through plans and policies. Neighbourhood Plans, once passed by a local referendum and “made” (approved) by the Council, sit alongside the London Plan and Local Plan as part of the development plan for Redbridge.

5.1.3 Neighbourhood Planning is truly a community led process, driven by local communities and businesses, which offers the opportunity to address local requirements and issues in greater detail than is possible with a borough wide Local Plan.

5.1.4 However, there are certain caveats with this – Neighbourhood Plans need to be in “general conformity” (i.e. broadly consistent) with, and plan positively to support, the strategic policies of the London Plan and the Local Plan, and should be about the development and use of land and buildings. Table 5.1 sets out what a Neighbourhood Plan can and cannot do.

Table 5.1 - What a Neighbourhood Plan can and cannot do

<table>
<thead>
<tr>
<th>What can a Neighbourhood Plan do?</th>
<th>It cannot:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>It Can:</strong></td>
<td><strong>It cannot:</strong></td>
</tr>
<tr>
<td>• Promote an overall vision for a Neighbourhood Area and visions for smaller areas and estates within</td>
<td>• Be about issues that are not relevant to planning (e.g. fly tipping, antisocial behaviour hotspots) - although these may be included within a management strategy</td>
</tr>
<tr>
<td>• Provide new or refined detailed policies to better meet local needs and aspirations (e.g. protecting local green spaces or setting local design standards)</td>
<td>• Make changes to adopted policies within the Local Plan or London Plan</td>
</tr>
<tr>
<td>• Allocate additional sites for development (including housing, employment, or community uses)</td>
<td>• Seek to reduce the Local Plan’s housing targets</td>
</tr>
<tr>
<td><strong>It Must:</strong></td>
<td>• Prohibit certain types of development (e.g. takeaways, HMOs) altogether</td>
</tr>
<tr>
<td>• Meet the “basic conditions” and be examined before a referendum can take place</td>
<td>• Impose financial burdens that would make development undeliverable</td>
</tr>
<tr>
<td>• Have been consulted on adequately amongst statutory bodies and the local community</td>
<td><strong>You could do these in addition or instead:</strong></td>
</tr>
<tr>
<td>• Be in conformity with the NPPF; and in “general conformity” with the strategic policies of the Local Plan and London Plan</td>
<td>• Engage in Local Plan preparation</td>
</tr>
<tr>
<td>• Be in accordance with any relevant EU directives</td>
<td>• Engage in planning policy consultation and consultations by other Council service areas (e.g. housing, regeneration)</td>
</tr>
<tr>
<td>• Contribute to achieving sustainable development</td>
<td>• Engage in planning application consultations</td>
</tr>
<tr>
<td>• Protect designated historic and natural assets within or neighbouring the plan area (including listed buildings, conservation areas, Sites of Importance for Nature Conservation, and Special Areas of Conservation)</td>
<td>• Apply for Neighbourhood CIL funding</td>
</tr>
</tbody>
</table>
5.1.5 The process of Neighbourhood Planning can be lengthy and costly, with 4 years being a typical time from early stages of forum and area designation to the referendum in London.

**Management strategies**

5.1.6 Many communities have a variety of concerns and aspirations regarding their areas, however government legislation means neighbourhood plans must address the development and use of land. Other issues, such as on street parking, fly-tipping, and antisocial behaviour hot-spots should be addressed through a management strategy that is an appendix to the neighbourhood plan itself.

5.1.7 The management strategy can also identify projects on which Local CIL funding could be spent.

**Forum and Area Re-Designation**

5.1.8 Under Neighbourhood Planning legislation, every five years the neighbourhood forum will need to apply to the council for re-designation. This is done to ensure that designated forums continue to be active and meet the legal requirements for their operation.

5.1.9 Neighbourhood areas are also required to be re-designated every five years, and may also be altered as part of a re-designation. It may be the case that recent development means that a different boundary may be more appropriate; or that a larger or smaller designated area would work better for future plan-making in that area. Note that changes to the neighbourhood area do not affect the boundaries of existing neighbourhood plans.

5.1.10 This re-designation process applies to the area and the forum, but not the neighbourhood plan. The neighbourhood plan will, however, need to be periodically revised (see Section 10, Stage 7: Modifying Neighbourhood Plans).

**Stages of Plan Making and Council Assistance**

5.1.11 Whilst the Neighbourhood Plan is community driven, some parts of the Neighbourhood Planning process are the legal responsibility of the Council. Additionally, the Council will offer advice to Neighbourhood Forums regarding policy matters and support (prospective) Neighbourhood Forums in a manner that makes good use of available resources, and the Council may produce further guidance regarding how Forum and Area applications are determined, and the level of support that is offered.

5.1.12 The following table outlines the process of making a neighbourhood plan. Section 10 provides more detailed information and links to further resources on the stages and process of neighbourhood planning.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1: Designating the Neighbourhood Area and Forum</td>
<td>A group needs to apply to the Council to have a Neighbourhood Area and Neighbourhood Forum designated, and need to show that the area has been consulted on and that the forum is representative. The Council will consult on the proposed designations before making a decision</td>
</tr>
<tr>
<td>Stage 2: Preparing a draft Neighbourhood Plan</td>
<td>A Forum will develop the policies and objectives of the neighbourhood plan, and will need to gather evidence, consult with relevant bodies, and assess options for the plan</td>
</tr>
<tr>
<td>Stage 3: Pre-submission publicity and consultation</td>
<td>A Forum will consult on the draft Neighbourhood Plan and make any necessary changes</td>
</tr>
<tr>
<td>Stage 4: Submission of a neighbourhood plan</td>
<td>The Forum will submit the Neighbourhood Plan and supporting documentation to the Council, who will consult on the submitted plan and appoint an independent examiner.</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stage 5: Examination</td>
<td>An independent examiner will review the Neighbourhood Plan, and will test it against legal requirements. The Examiner will issue a report to the Council and Forum recommending whether the Plan should be taken to referendum.</td>
</tr>
<tr>
<td>Stage 6: Referendum and bringing the Neighbourhood Plan into force</td>
<td>The Council will organise a referendum on the Neighbourhood Plan. If there is a majority “yes” vote, the Council must then “make” the plan within 8 weeks. From that point, the Neighbourhood Plan will be formally used in decision making.</td>
</tr>
<tr>
<td>Stage 7: Modifying Neighbourhood Plans</td>
<td>Neighbourhood Plans will set out the time period that they are valid for (typically 15 years), however it may be desirable or necessary to modify a Neighbourhood Plan sooner, in order to update it.</td>
</tr>
</tbody>
</table>
6. Planning Enforcement

6.1.1 The Council can use its Planning Enforcement powers to resolve breaches of planning control, but its Planning Enforcement team does not proactively search for breaches, and must be informed about these instances by other departments or the public, and it must then assess the level of harm caused. As such, local people pay an important role in this aspect of the planning system, as Planning Enforcement relies on the public and internal departments to inform us of potential breaches in planning control.

6.1.2 Breaches of planning control include operational development (building works and alterations), and material changes of use (where the use of a property changes between planning use classes), which do not have planning permission or benefit from permitted development; as well as failures to comply with conditions attached to an approved planning permission. Untidy land and buildings may also be the subject of planning enforcement action through a Section 215 notice.

6.1.3 The Council will investigate alleged breaches of planning control in line with the published Planning Enforcement and Direct Action Policy that provides further information about the Council’s approach to Planning Enforcement, including how cases are managed and prioritised, and the information we require to investigate complaints.

6.1.4 The Council is unable to investigate matters relating to party wall/boundary disputes, or legal covenants, as these are matters of civil law outside of the Council’s jurisdiction. Planning enforcement action is also subject to a time limit¹⁶ (except for works requiring listed building consent).

6.1.5 In some instances, other teams within the Council such as Housing, Licencing, Building Control and Environmental Health may be able to take action.

6.1.6 The Council will update the complainant about what actions are being taken, including if the case is closed or formal action is taken.

6.1.7 The Council will generally seek to negotiate with the landowner/other parties to resolve a breach. This may involve ceasing or changing an unauthorised use, or modifying or removing unauthorised building works. In some instances (where there is no harm, or a very low level of harm caused), the development would likely have been given planning permission and the landowner/occupier will be asked to apply for retrospective planning permission.

6.1.8 Where it is established that harm is caused and it is expedient¹⁷ and in the public interest to do so, enforcement action may be taken. This may include an enforcement notice, a stop notice, a temporary stop notice, a breach of condition notice, or in the most serious cases, the Council may seek a county court or high court injunction.

6.1.9 The occupier or landowner can appeal against certain types of enforcement action in a similar way to appealing against the Council refusing planning permission.

¹⁶ This time limit is four years after substantial completion for operational development and changes of use to a single dwelling house; and is ten years for other changes of use or breaches of planning conditions.
¹⁷ “Expedient” is where it is helpful and useful to take action, and that the amount of effort is not disproportionately large compared with the problem to be resolved.
7. Community Infrastructure Levy

7.1. Introduction

7.1.1 The Community Infrastructure Levy (CIL) is a charge on most new development in Redbridge, which provides some of the funding for new infrastructure in the borough. It is charged on a flat rate per square metre of new build floor space within most types of new developments over 100m², and on all new dwellings. The legal basis for the Council charging CIL, as well as the consultation requirements for a CIL charging schedule, are set out under the CIL Regulations 2010 (as amended).

7.1.2 Redbridge was the first Local Authority in England to adopt a CIL Charging Schedule (in January 2012); and in common with the rest of London, is also subject to the Mayoral CIL 2, used to pay for strategic transport infrastructure including Crossrail and Crossrail 2.

7.2. CIL Charging Schedule Process

7.2.1 Councils can decide whether to have a CIL Charging Schedule or not; and can charge different amounts in different locations or for different uses, providing they are able to provide evidence to justify the rates they propose to charge.

7.2.2 The charging schedule can also be updated to reflect changing economic circumstances, this is subject to a similar examination process to the Local Plan.

7.2.3 The Government has recently revised the legislation for CIL Reviews to allow for a more flexible and proportionate approach to consultations, meaning that is longer mandatory to have two rounds of consultation on new or updated CIL Charging Schedules before Examination. The amount of consultation can be proportional to the significance/magnitude of the change(s) (e.g. slight boundary changes to the charging zones or a revised rate for a certain type of development would require less consultation than a comprehensive review of CIL rates). When the CIL examination takes place, the examiner is required to consider whether the Council has undertaken appropriate levels of consultation.

7.2.4 CIL Review consultations are more specialised in nature than for other planning documents, therefore the Council will typically consult for six weeks.

7.3. Neighbourhood CIL Spending

7.3.1 The CIL money collected is used towards the funding of infrastructure to support growth in the borough.

7.3.2 The majority of funding (around 80%) is used to provide capital funding for strategic infrastructure within the borough, such as schools, highways, and other public works. Up to 5% may be retained for administration costs; and the remaining 15% is spent on neighbourhood CIL for local projects.

Bidding for Money

7.3.3 The Council runs an annual engagement exercise where it encourages residents, councillors, and others to submit proposals for Neighbourhood CIL Spending. This is publicised online and through Neighbourhood Officers.

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18 The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
7.3.4 The CIL regulations require 15% of CIL money to be reserved for Neighbourhood CIL, and the Council allows community groups to bid for Neighbourhood CIL for funding towards local neighbourhood schemes, such as community and environmental projects, with proposals assessed against identified priorities.

7.3.5 In areas where a “made” Neighbourhood Plan exists, the proportion of Borough CIL from developments within that area reserved as Neighbourhood CIL is increased to 25%, providing extra funding for local projects identified within a Neighbourhood Plan.
### 8. Appendix – Specific and General Consultation Bodies

<table>
<thead>
<tr>
<th>Specific Consultation Bodies</th>
<th>General Consultation Bodies</th>
</tr>
</thead>
<tbody>
<tr>
<td>These are statutory bodies that must be consulted for all planning policy documents, and for certain types of application depending on the size of the application or proximity to infrastructure:</td>
<td>General Consultation Bodies are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012. Locally specific examples are listed:</td>
</tr>
<tr>
<td>• Mayor of London (Greater London Authority)</td>
<td>• Ward councillors</td>
</tr>
<tr>
<td>• Neighbouring authorities, namely the London Boroughs of Barking and Dagenham, Havering, Newham, and Waltham Forest; Epping Forest District Council, and Essex County Council</td>
<td>• Leaseholder Forum</td>
</tr>
<tr>
<td>• Environment Agency</td>
<td>• Registered Providers (i.e. Housing Associations)</td>
</tr>
<tr>
<td>• Natural England</td>
<td>• Redbridge Tenants Forum</td>
</tr>
<tr>
<td>• Secretary of State for Transport</td>
<td>• Redbridge Landlord Forum</td>
</tr>
<tr>
<td>• Historic England (The Historic Buildings and Monuments Commission for England)</td>
<td>• Neighbourhood planning forums</td>
</tr>
<tr>
<td>• Transport for London</td>
<td>• Resident’s Associations</td>
</tr>
<tr>
<td>• Highways England</td>
<td>• Amenity societies</td>
</tr>
<tr>
<td>• Network Rail</td>
<td>• Redbridge Youth Council</td>
</tr>
<tr>
<td>• NHS London</td>
<td>• Equalities forums</td>
</tr>
<tr>
<td>• Thames Water</td>
<td>• The Metropolitan Police (Designing Out Crime Officers, Counter Terrorism Security Advisors)</td>
</tr>
<tr>
<td>• Phone, broadband, gas, and electricity companies operating within the borough (“statutory undertakers”)</td>
<td>• London Fire Brigade</td>
</tr>
<tr>
<td>To be added to the Planning Policy database and be informed about the progress of planning policy documents, provide your contact details by: Email: <a href="mailto:dpd@redbridge.gov.uk">dpd@redbridge.gov.uk</a> Post: Planning Policy, 11th Floor Front, Lynton House, London Borough of Redbridge, 255-259 High Road, Ilford, Essex, IG1 1NY</td>
<td>• London Wildlife Sites Board</td>
</tr>
<tr>
<td></td>
<td>• Business Improvement Districts</td>
</tr>
<tr>
<td></td>
<td>• Redbridge Chamber of Commerce</td>
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<tr>
<td></td>
<td>• Redbridge Forum</td>
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<td>• Redbridge CVS</td>
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<td></td>
<td>• Redbridge Cycling Campaign</td>
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<tr>
<td></td>
<td>• City of London Corporation (as Conservators of Epping Forest)</td>
</tr>
<tr>
<td></td>
<td>• The Canal and River Trust</td>
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<td></td>
<td>• Disability groups</td>
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<tr>
<td></td>
<td>• Health trusts and emergency services</td>
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<tr>
<td></td>
<td>• Other borough-wide groups</td>
</tr>
<tr>
<td></td>
<td>• Developers, landowners, and agents</td>
</tr>
<tr>
<td></td>
<td>• Other voluntary bodies, some or all of whose activities benefit any part of the borough</td>
</tr>
<tr>
<td></td>
<td>• Bodies which represent the interests of different groups within the borough</td>
</tr>
<tr>
<td></td>
<td>• All people who have advised the Council that they are interested in being informed about a particular plan being prepared</td>
</tr>
</tbody>
</table>
### 9. Appendix – Consultation Methods

#### 9.1. Methods Table

**Table 9.1 - Consultation Methods**

<table>
<thead>
<tr>
<th>Method</th>
<th>Context of consultation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Making</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>All Planning Policy documents</td>
<td>Used to notify consultees of when consultations are launched.</td>
</tr>
<tr>
<td>Social media</td>
<td>Planning Policy Documents or Development proposals with associated events</td>
<td>The Council will use social media to advertise planning policy documents and consultation events and provide links to online consultations and further information, but is unable to formally consider feedback made on social media platforms</td>
</tr>
<tr>
<td>Online Surveys</td>
<td>All Planning Policy documents</td>
<td>The Council will use a Consultation Hub to receive online comments on planning policy documents.</td>
</tr>
<tr>
<td>Council planning policy webpages</td>
<td>All planning policy documents and masterplans</td>
<td>Will provide online copies of documents and details of consultation process.</td>
</tr>
<tr>
<td>Online community consultation platform (e.g. Citizen Space, Commonplace)</td>
<td>Area based plans (e.g. AAPs, masterplans, conservation areas), regeneration projects</td>
<td>These platforms provide robust analytics and allow for both “comment maps” (e.g. in relation to different places in a town centre) as well as comments on different aspects of a development proposal.</td>
</tr>
<tr>
<td>3D contextual digital models (e.g. VU.City)</td>
<td>Most useful for town centre masterplans / tall building strategies.</td>
<td>Shows the proposal as a 3D model in relation to its surroundings. May be used in different formats including virtual reality and augmented reality headsets. Can help stakeholders gain a better impression of the scale of the development, cumulative changes with other proposals, and issues such as sunlight / daylight.</td>
</tr>
<tr>
<td>Press Notices</td>
<td>Designation, variation, or cancellation of Conservation Area</td>
<td>Only required for certain types of plan-making (see Table 4.2).</td>
</tr>
<tr>
<td>Redbridge Life quarterly newsletter</td>
<td>Local Plan consultations, Supplementary Planning Documents, Conservation Area Appraisal consultations, Neighbourhood CIL (Community Infrastructure Levy) consultations, Neighbourhood Plan consultation</td>
<td>This is a quarterly publication and therefore used to advertise planning policy consultations and events which can be planned in advance</td>
</tr>
<tr>
<td>Local Forums</td>
<td>Local Plans, some SPDs, masterplans, some strategic applications, Neighbourhood CIL funding</td>
<td>Local Forums are held in groups of four three to four times per year, rotated between the four designated neighbourhoods of the borough.</td>
</tr>
<tr>
<td>Public Consultation Events</td>
<td>Local Plans, some SPDs, all strategic applications, most major applications, Conservation Area Appraisals and Management Plans</td>
<td>These will typically be held by the Council (for planning documents) or developer (for proposed developments) in a venue close to the application site</td>
</tr>
<tr>
<td>Method</td>
<td>Context of consultation</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Design Charrettes</td>
<td>Masterplans</td>
<td>Short meeting where groups sketch design options to explore a range of outline design ideas</td>
</tr>
<tr>
<td>Group Meetings</td>
<td>Neighbourhood plans, Local Plans and SPDs</td>
<td>Invitational or panel / focus group meetings for local stakeholders</td>
</tr>
<tr>
<td>Libraries</td>
<td>Local Plan drafts will be deposited in Libraries</td>
<td>Local Plan supporting documents can also be accessed online at libraries</td>
</tr>
<tr>
<td>Drop-in sessions</td>
<td>Neighbourhood CIL (Community Infrastructure Levy) funding</td>
<td>Used to provide feedback and guidance on the application process and eligibility of projects. Several will be held in libraries or other venues in different parts of the borough.</td>
</tr>
</tbody>
</table>

**Development Management**

<table>
<thead>
<tr>
<th>Neighbour notification letters</th>
<th>Adjoining properties only – most planning applications Adjoining properties and those opposite the site – planning applications involving new buildings</th>
<th>See Table 4.2 for more detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site notices</td>
<td>• Applications for major development (10+ homes or 1000m² floorspace) • Applications which would affect a public right of way • Listed building applications affecting the exterior • Applications that would affect the setting of a listed building, or the character and appearance of a Conservation Area</td>
<td>Site notices typically not provided for internal only changes to Grade II properties</td>
</tr>
<tr>
<td>Email</td>
<td>Planning Policy documents; Planning applications</td>
<td>The Council will soon be using a revised “Citizen Portal” which will be the preferred way to receive comments on planning applications.</td>
</tr>
<tr>
<td>Social media</td>
<td>Planning Policy Documents or Development proposals with associated events</td>
<td>The Council will use social media to advertise planning policy documents and consultation events and provide links to online consultations and further information, but is unable to formally consider feedback made on social media platforms.</td>
</tr>
<tr>
<td>Planning application search function on council website</td>
<td>All applications</td>
<td>All planning decisions since 1948 are recorded, along with documents from c.2006.</td>
</tr>
<tr>
<td>Weekly list</td>
<td>All applications</td>
<td>List of all planning applications validated or amended in the past week. This is published in local newspapers and is also available on request, but the Citizen Portal will allow for custom weekly lists to be produced for specific wards, conservation areas, or other designated locations</td>
</tr>
</tbody>
</table>

**Developer Led Pre-Application consultation**

<p>| Leaflets / letter drops | Nearby properties – radius will depend on location and scale of proposal | Should be used in advance of any exhibition or public consultation |</p>
<table>
<thead>
<tr>
<th>Method</th>
<th>Context of consultation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social media</td>
<td>Planning Policy Documents or Development proposals with associated events</td>
<td>The Council will use social media to advertise planning policy documents and consultation events and provide links to online consultations and further information, but is unable to formally consider feedback made on social media platforms</td>
</tr>
<tr>
<td>Online community consultation platform (e.g. Citizen Space, Commonplace)</td>
<td>Major developments, masterplans, regeneration projects</td>
<td>These platforms provide robust analytics and allow for both “comment maps” (e.g. in relation to different places in a town centre) as well as comments on different aspects of a development proposal.</td>
</tr>
<tr>
<td>Public Consultation Events</td>
<td>Masterplans, strategic applications, most major applications</td>
<td>These will typically be held by the Council (for planning documents) or developer (for proposed developments) in a venue close to the application site</td>
</tr>
<tr>
<td>Architectural Models</td>
<td>Masterplans, Strategic applications, larger major applications</td>
<td>Rapid prototyping can be used to create models at low cost for massing purposes</td>
</tr>
<tr>
<td>3D contextual digital models (e.g. VU.City)</td>
<td>Masterplans, strategic applications, tall buildings (c. 30 metres), some other major applications</td>
<td>Shows the proposal as a 3D model in relation to its surroundings. May be used in different formats including virtual reality and augmented reality headsets. Can help stakeholders gain a better impression of the scale of the development, cumulative changes with other proposals, and issues such as sunlight / daylight.</td>
</tr>
<tr>
<td>Dedicated website</td>
<td>Dedicated website organised by developer to show proposals, advertise exhibitions, and provide feedback mechanism</td>
<td>Most suitable for strategic developments; pages can be set up on developer’s main website for smaller proposals</td>
</tr>
<tr>
<td>Design Charrettes</td>
<td>Masterplans, Strategic applications, larger major applications</td>
<td>Short meeting where groups sketch design options to explore a range of outline design ideas</td>
</tr>
<tr>
<td>Member development sessions</td>
<td>Presentation of the scheme by developers organised by the Council to elected Councillors</td>
<td>Allows members to become familiar with proposals that local residents may ask them about</td>
</tr>
<tr>
<td>Group Meetings</td>
<td>If required, typically for major стрategic applications</td>
<td>Invitational or panel / focus group meetings for local stakeholders                                                                 The above methods may be used, in addition to:</td>
</tr>
<tr>
<td>Community Led Consultation</td>
<td></td>
<td>Community-led space (with potential Council or non-profit involvement) that exists as an exhibition and meeting space.19</td>
</tr>
</tbody>
</table>

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19 Examples exist in Folkestone and Old Kent Road ([https://www.spacehive.com/urban-room-old-kent-road](https://www.spacehive.com/urban-room-old-kent-road)). A funded proposal exists in Newcastle.
10. Appendix – Neighbourhood Planning Stages

10.1. Neighbourhood Planning Stages

Stage 1: Designating the Neighbourhood Area and Forum

10.1.1 Neighbourhood areas are the designated areas which the Neighbourhood Plans will eventually cover. An application must be made to the Council by a prospective neighbourhood forum. The proposed area should be based around an identifiable area (e.g. a town, district, neighbourhood, or estate) with a distinct identity and logical boundaries; the group proposing the neighbourhood area will be expected to show that they have consulted adequately on the proposed boundary. Officers will aim to facilitate discussion between stakeholders if there is disagreement regarding what neighbourhood a particular area (such as an individual street or estate) belongs to.

10.1.2 The Local Government Association has further information on the designation of Neighbourhood Areas and Forums, including case studies20.

10.1.3 A group must apply to the Council to designate a Neighbourhood Area; the Council must determine the application within a period of 13 weeks (20 weeks where it covers land in two or more local authorities). The Council will consult for a minimum of six weeks on the proposed area.

10.1.4 In Redbridge, the absence of Parish or Community Councils means that Neighbourhood Forums are the membership organisations that are responsible for developing Neighbourhood Plans.

10.1.5 A group must apply to the Council for designation as a Neighbourhood Forum; and the Council must determine the application within a period of 13 weeks, including a consultation period of six weeks on the application. There are certain legal requirements regarding their operation and membership, and the Council will expect a prospective Forum to show that it is, as far as practicable, reflective of the demographics of the proposed Neighbourhood Area.

10.1.6 These two designations (Area and Forum) are separate, but they can be submitted at the same time in which case the Council will run combined consultations.

10.1.7 Neighbourhood areas can cross borough boundaries (in which case officers will contact the other boroughs to discuss how to handle the application, and each council will be responsible for designating its own respective portion of the proposed neighbourhood area), but cannot overlap other neighbourhood areas.

10.1.8 Where an area wholly or predominantly consists of businesses as opposed to residential uses, the Council will consider designating the area as a Business Area for neighbourhood planning. The main difference between ordinary Neighbourhood Plans and Business Areas is that the referendum process is different for Business Areas.

10.1.9 The Council encourages all applicants to discuss their proposed neighbourhood forum or area with officers prior to a formal submission, so that potential issues with the designation can be rectified before the formal consultation.

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Stage 2: Preparing a draft Neighbourhood Plan/Neighbourhood Development Order

10.1.10 The Neighbourhood Forum will at this part start to develop the plan’s policies and objectives, with the advice of the Council.

10.1.11 The Forum will need to gather baseline data and evidence, and begin to develop the plan, whilst consulting with those living and working in the area, along with other relevant parties (e.g. service providers, developers, landowners), and identify and assess options.

Stage 3: Pre-submission publicity and consultation

10.1.12 Neighbourhood Forums are required to publicise the proposed Neighbourhood Plan or Neighbourhood Order (as appropriate) and to consult on it for at least six weeks, before it may be submitted to the Local Authority.21

10.1.13 The Neighbourhood Forum will at this stage need to publicise the draft plan or Order and will invite representations, and will consult the consultation bodies (see Section 8) as appropriate; as well as sending a copy of the draft plan or Order to the Council who will provide a response. Additional publicity and consultation requirements exist where Habitats Regulation Assessment regulations apply22

10.1.14 After the consultation, the Neighbourhood Forum will consider the consultation responses and amend the plan or Order if appropriate, and prepare a consultation statement and other proposal documents (such as a policies map, or management strategy).

Stage 4: Submission of a neighbourhood plan

10.1.15 The Neighbourhood Forum will submit the proposed plan to the Council, who will check that it meets relevant legislation. If the plan meets the legal requirements, it will publicise the proposal for a minimum of six weeks and invite representations. The Council will also notify consultation bodies and appoint an independent examiner (with the agreement of the Neighbourhood Forum).

Stage 5: Examination

10.1.16 The Examination is undertaken by an independent Examiner, appointed by the Council in agreement with the Neighbourhood Forum. In most instances neighbourhood plan examinations will be held by “written representations”, without public hearings. The Examiner will issue questions about the Neighbourhood Plan, and the Forum, the Council, and other interested parties will provide their responses. However, the Examiner may call a public hearing for particular topics / issues if deemed necessary, or alternatively may hold a meeting for information or clarification purposes.

10.1.17 The Council will send the Neighbourhood Plan, along with representations and the supporting evidence to the Examiner, who will test whether the plan meets the “basic conditions” and other legal requirements relating to the Neighbourhood Plan. The Examiner will then issue a report to the Council and Neighbourhood Forum, which will be published. The Council will consider the report and take the decision on whether to send the plan to referendum.

21 Requirement of Regulations 14 and 21 of the Neighbourhood Planning (General) Regulations 2012.

22 In Redbridge this applies to those parts of Epping Forest land designated as a Special Area of Conservation.
Stage 6: Referendum and bringing the Neighbourhood Plan into force

10.1.18 The examiner will determine whether the referendum should take place in a wider geographic area than that covered by the Neighbourhood Plan.

10.1.19 The Council’s Electoral Services team will be responsible for organising a referendum. An information statement will be published by the Council with information on the Neighbourhood Plan and voting arrangements.

10.1.20 Eligibility for voting is the same as for local Council elections. The results will be declared and if more than half of valid votes are in favour of the neighbourhood plan, the Council is then responsible\(^{23}\) for “making” the Neighbourhood Plan within 8 weeks of the referendum.

10.1.21 In the case of Business Areas, parallel referendums take place for residents and for non-domestic ratepayers. The Council will clarify in advance of the referendum what will happen if only one of the referendums results in a majority in favour of the referendum.

Stage 7: Modifying Neighbourhood Plans

10.1.22 Neighbourhood Plans must set out the time period for which they are to have effect, and will remain valid/effective until the end of that period. Typically, this will be a fifteen year period from when the plan was prepared.

10.1.23 However, it may be desirable to update the Neighbourhood Plan before that date, because the circumstances of the area may change as sites are developed and social and economic situations change, and the London Plan and Local Plan may be revised to include new policies that conflict with the Neighbourhood Plan, in which case the more recent planning policy would take precedence. Table shows the three levels of modifications that can be made to a Neighbourhood Plan or Order:

### Table 10.1 - Modifications to a Neighbourhood Plan or Order

<table>
<thead>
<tr>
<th>Type of Modification</th>
<th>Modification undertaken by</th>
<th>Example of Modification</th>
<th>Consultation, Referendum or Examination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Modification</td>
<td>Neighbourhood Forum or Council (with consent of Forum)</td>
<td>Minor changes such as general error corrections and factual updates regarding the planning status of a site, that would not materially affect the policies of the Neighbourhood Plan</td>
<td>Not required</td>
</tr>
<tr>
<td>Material modifications that do not change the nature of the plan or order</td>
<td>Neighbourhood Forum</td>
<td>Allocating a minor site for development or making small changes to policy criteria</td>
<td>Consultation and examination, no referendum</td>
</tr>
<tr>
<td>Material modifications requiring a referendum</td>
<td>Neighbourhood Forum</td>
<td>Allocating significant new sites for development or updating a number of policies</td>
<td>Consultation, examination, and referendum required</td>
</tr>
</tbody>
</table>

\(^{23}\) There are very limited circumstances where the local planning authority is not required to make the neighbourhood plan. These are where it considers that the making of the neighbourhood plan or Order would breach, or otherwise be incompatible with, any EU or human rights obligations (see section 61E(8) of the Town and Country Planning Act 1990 as amended). However, because the “basic conditions” must be met in order to proceed to Referendum stage, this scenario is very unlikely to arise.
Neighbourhood Development Orders

10.1.24 A Neighbourhood Development Order will grant planning permission for a particular type of development in a particular area. For example, they can be used on a particular site to grant outline planning permission, or can be used in a town centre or other defined area to grant planning permission for particular changes of use. This can be subject to the discharge of relevant conditions.

10.1.25 There are certain restrictions as follows:

- needs to meet some minimum standards, and must have been consulted on with the community before it can be submitted to the Council
- must be passed to the Council who will check that it has been properly consulted on, and that the development does not need an Environmental Impact Assessment
- will be assessed by an independent examiner, who will check that it conforms to national and local planning policies and does not damage heritage assets
- will be subject to a local referendum, if the examiner approves the order

10.1.26 The procedure for creating or modifying a neighbourhood development order is similar to that for creating a neighbourhood plan, and the amount of evidence necessary to accompany a proposed Neighbourhood Development Order will usually be less. Community Right to Build Orders operate in a similar way.

Further Reading

http://www.NeighbourhoodPlanners.London is a London network that provides peer to peer support for groups at all stages of the Neighbourhood Planning process, and aims to develop greater shared understanding and knowledge of neighbourhood planning in the London context.


https://www.gov.uk/government/collections/notes-on-neighbourhood-planning - Bulletins from the MHCLG Neighbourhood Planning Team

https://locality.org.uk/ - Locality is the national network of community organisations that distributes funding for Neighbourhood Planning on behalf of the Government.

https://neighbourhoodplanning.org/ - Website run by Locality providing additional resources and guidance for Neighbourhood Forums on developing and consulting on their neighbourhood plans.
**11. Glossary**

A more detailed glossary is available on the Planning Portal Website at [https://www.planningportal.co.uk/directory/4/glossary/category/7](https://www.planningportal.co.uk/directory/4/glossary/category/7)

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAP</td>
<td>Area Action Plan (a type of DPD covering a town centre or broader area within the borough)</td>
</tr>
<tr>
<td>CIL</td>
<td>Community Infrastructure Levy</td>
</tr>
<tr>
<td>Development Plan</td>
<td>The combination of the Local Plan, other DPDs, London Plan, and any Neighbourhood Plans that apply within an area.</td>
</tr>
<tr>
<td>DPD</td>
<td>Development Plan Document – includes the Local Plan and those other parts of the Development Plan produced by the Council.</td>
</tr>
<tr>
<td>EIA</td>
<td>Environmental Impact Assessment – a report that may be required for certain strategic developments</td>
</tr>
<tr>
<td>GDPR</td>
<td>General Data Protection Regulation – regulations regarding the processing of personal data</td>
</tr>
<tr>
<td>GLA</td>
<td>Greater London Authority – the strategic governance body led by the Mayor of London</td>
</tr>
<tr>
<td>GPDO</td>
<td>General Permitted Development Order – a set of regulations listing what development is “permitted development” and does not require planning permission</td>
</tr>
<tr>
<td>Major development</td>
<td>Refers to certain types of planning application, including applications for 10 or more dwellings, and/or 1000 square metres floor area or more. Defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015</td>
</tr>
<tr>
<td>MHCLG</td>
<td>Ministry of Housing, Communities, and Local Government</td>
</tr>
<tr>
<td>SPD</td>
<td>Supplementary Planning Document – provides additional criteria and guidance for particular policy areas or types of development.</td>
</tr>
<tr>
<td>Strategic Development</td>
<td>Generally refers to developments of over 150 homes and/or over 15,000 square metres floor area.</td>
</tr>
<tr>
<td>Permitted Development</td>
<td>Refers to specified types of development that do not require planning permission (within certain restrictions), usually because they are listed in the GDPO.</td>
</tr>
<tr>
<td>PiP</td>
<td>Permission in Principle – a type of permission for the principle of development that requires further Technical Details Consent for a designed scheme</td>
</tr>
<tr>
<td>TPO</td>
<td>Tree Preservation Order – an order made by the Council requiring permission to be sought to fell or undertake works to a tree(s).</td>
</tr>
</tbody>
</table>