

Statement of Community Involvement Adopted June 2006

Local Development Framework



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কমিউনিটি'র সঙ্গে জড়িত হওয়ার বিষয়ে ঈলিং-এর বিবৃতি
এই দলিলে দেখানো হচ্ছে কিভাবে এবং কখন ঈলিং কাউন্সিল এইসব
বিষয়ে কমিউনিটি'র সঙ্গে কথা বলবে :
- জমির ব্যবহার এবং উন্নয়নের জন্য পরিকল্পনার নীতিমালা
- জমির উন্নয়নের অনুমতির জন্য পরিকল্পনার আবেদন
আপনার মতামতকে আমরা অত্যন্ত আগ্রহের সঙ্গে স্বাগত জানাবো। অনুগ্রহ
করে' আমাদের সঙ্গে যোগাযোগ করুন, প্রাথমিকভাবে ইংরেজীতে, হয়তো
একজন বন্ধুর সাহায্য নিয়ে, এবং তারপর আমরা দোভাষীর বা অনুবাদের
ব্যবস্থা করবো।

BENGALI

কমিউনিটি ঈন্বোল্‌ভমেন্ট (সমাজ সমাধিষ্ট থায) মাটে ঈলিং‌গানু নিবেদন
আ দস্তাবেজ অতাবে শু ঈলিং‌গাউন্সল সমাজ সাথে নীথে-নী আঅতো
অংও ডেবী রীতে বাতর্লিয্য কঃঃ :
- জমীননাং ওপযোগ অনে বিকাশ মাটে-নী আযোজন নীতিঅ
- জমীননো বিকাশ কঃঃ মাটে-নী পরবানগী মেণববা মাটে-নী
আযোজন অঃঃঅ
অমে তমারা মন্তব্যোনে আবকারীঅ ঈঅ. মডঃআনী করীনে অমারো
সংর্ষ সাধো, শঃঃআতমাং অঃঃঅ আযামাং, কঃঃঅ অঃঃ মিত্র দ্বারা, অনে
পঃঃী দুআমিযা মাটে অথবা আযাংতঃ মাটে-নী অবস্থা করীথুং.

GUJARATI

ایلینگ کا برادری کے ملوث ہونے کا بیان
اس دستاویز میں دکھایا گیا ہے کہ ایلینگ کونسل کیسے اور کب برادری سے درج ذیل کے
بارے میں بات کرے گی:
- زمین کے استعمال اور ترقی کیلئے منصوبہ (پلاننگ) پالیسیاں
- زمین کو ترقی دینے کی اجازت کیلئے منصوبہ درخواستیں
ہم آپ کی رائے کا بہت خیر مقدم کریں گے۔ براہ کرم ہم سے رابطہ کریں، ابتدا میں
انگریزی زبان میں، جو شاید کسی دوست و احباب کے ذریعے ہو سکتا ہے، اور پھر ہم
تشریح یا ترجمہ کا انتظام کریں گے۔

URDU

सामाजिक समाविष्ट के बारे में ईलिंग का कथन
यह दस्तावेज़ बताता है कि नीचे दिए गए के बारे में ईलिंग काउन्सल
समुदाय के साथ कैसे और कब बात करेगा:
- ज़मीन के प्रयोग और विकास के बारे में योजना की नीतियाँ
- ज़मीन के विकास की अनुमति के बारे में योजना के आवेदन पत्र
हम आपके विचारों का स्वागत करेंगे। कृपया हमें आरम्भ में अंग्रेज़ी में
सम्पर्क करें, शायद एक मित्र के द्वारा, और फिर दुभाषिया या अनुवाद के
लिए प्रबंध करेंगे।

HINDI

ਸਮਾਜਕ ਸ਼ਾਮਲ ਹੋਣ ਬਾਰੇ ਈਲਿੰਗ ਦਾ ਕਥਨ
ਇਹ ਦਸਤਾਵੇਜ਼ ਦਸਦਾ ਹੈ ਕਿ ਹੇਠ ਦਿੱਤੇ ਗਏ ਬਾਰੇ ਈਲਿੰਗ ਕਾਊਂਸਲ
ਸਮਾਜ ਦੇ ਨਾਲ ਕਿਵੇਂ ਅਤੇ ਕਦੋਂ ਗਲ ਕਰੇਗਾ:
- ਜ਼ਮੀਨ ਦੇ ਇਸਤੇਮਾਲ ਅਤੇ ਵਿਕਾਸ ਬਾਰੇ ਯੋਜਨਾ ਦੀਆਂ ਨੀਤੀਆਂ
- ਜ਼ਮੀਨ ਦੇ ਵਿਕਾਸ ਦੀ ਇਜਾਜ਼ਤ ਬਾਰੇ ਯੋਜਨਾ ਲਈ ਬੇਨਤੀ-ਪੱਤਰ
ਅਸੀਂ ਤੁਹਾਡੇ ਵਿਚਾਰਾਂ ਦਾ ਸੁਆਗਤ ਕਰਾਂਗੇ। ਕਿਰਪਾ ਕਰ ਕੇ ਸਾਨੂੰ ਸ਼ੁਰੂ
ਵਿਚ ਅੰਗ੍ਰੇਜ਼ੀ ਵਿਚ ਸੰਪਰਕ ਕਰੋ, ਸ਼ਾਇਦ ਇਕ ਦੋਸਤ ਰਾਹੀਂ, ਅਤੇ ਫਿਰ
ਦੁਭਾਸ਼ਿਤੇ ਜਾਂ ਅਨੁਵਾਦ ਲਈ ਇੰਤਜ਼ਾਮ ਕਰਾਂਗੇ।

PUNJABI

伊令(Ealing)社區參與聲明
此文件說明伊令政務會將如何以及何時與社區商談
有關：
-土地使用和發展的規劃政策
-准許開發土地的規劃申請
我們希望能聽取您的意見。請先用英文聯絡我們，
也許需要一位朋友的幫忙，我們就會安排口譯或筆
譯服務與您交流。

CANTONESE

Oświadczenie o zaangażowaniu społeczności Ealing
Niniejszy dokument traktuje o tym jak i kiedy Rada Miasta
Ealing będzie rozmawiać ze społecznością o:
- strategiach planowania dla zagospodarowania i użytkowania
gruntu
- możliwości składania podań o pozwolenie na
zagospodarowanie gruntu
Będziemy bardzo wdzięczni za Państwa opinie. Prosimy o
kontakt, pierwotnie w języku angielskim, na przykład za
pośrednictwem znajomej osoby, a następnie my zorganizujemy
możliwość tłumaczenia ustnego lub pismnego.

POLISH

بیانیہ دست اندرکاری جوامع ایلینگ
این مدرک نشان میدهد که چگونه و در چه وقت شورای شهر ایلینگ با
جوامع در باره مطالب زیر صحبت خواهد نمود:
- خط مشی طرح ها برای استفاده از زمین و ساختمان
- درخواست طرح برای اجازه ساختمان در زمین
ما به نظریات شما خوش آمد می گوئیم. واهشمند است با ما تماس
گیرید، در ابتدا به زبان انگلیسی، احتمالاً از طریق یک دوست، و
سپس ما ترتیبی خواهیم داد که یک ترجمه شفاهی یا کتبی را خواهیم داد

FARSI

بيان إيلينغ عن مشاركة المجتمع السكني.
توضح هذه الوثيقة كيف ومتى ستحاول بلدية إيلينغ المجتمع السكني
بخصوص:
- سياسات التخطيط لاستخدام الأرض والتطوير.
- طلبات التخطيط لترخيص تطوير الأرض.
نرحب جدا بآرائك. الرجاء الاتصال بنا، مبدئياً بالإنكليزي ربما بواسطة
صديق، وبعدها نعمل الترتيبات للترجمة الشفوية أو الكتابية.

ARABIC

Իլինգ շրջանի հայտարարությունը համայնքի ներգրավման մասին
Այս փաստաթուղթը այն մասին է, թե ինչպես եւ երբ Իլինգի
Խորհուրդը կ'իտսի իր համայնքի հետ հետեւյալի շուրջ.
- նախատեսվող քաղաքականությունը հողի
օգտագործման եւ կառուցապատման համար,
- դիմումներ թույլատրելու հողի վերակազմավորումը՝ այն
օգտագործելու եւ կառուցապատելու նպատակով:
Մենք մեծապես ողջունում ենք ձեր տեսակետները: Խնդրում ենք՝
կապվել ք մեզ հետ սկզբնապես անգլերենով, գուցե ընկերոջ
միջոցով, իսկ այնուհետեւ մենք կ'կազմակերպենք բանավոր կամ
գրավոր թարգմանություն:

ARMENIAN

ജന പങ്കാളിത്തത്തെക്കുറിച്ചുള്ള ഈ ലിങ്ങിന്റെ പ്രസ്താവന താഴെപ്പറയുന്ന രണ്ടു കാര്യങ്ങളെക്കുറിച്ച് ഈ ലിങ്ക് കൗൺസിൽ എപ്പോൾ എങ്ങനെ ജനങ്ങളുമായി സംസാരിക്കുമെന്ന് ഈ രേഖയിൽ പറയുന്നു.

- ഭൂമിയുടെ ഉപയോഗം, അഭിവൃദ്ധി എന്നിവയെക്കുറിച്ചുള്ള പദ്ധതി നയങ്ങൾ.
- ഭൂമി അഭിവൃദ്ധിപ്പെടുത്തുന്നതിന് (ഡവലപ്മെന്റ്) അനുമതി ലഭിക്കാനുള്ള പ്ലാനിങ്ങ് അപേക്ഷ.

നിങ്ങളുടെ അഭിപ്രായങ്ങൾ ഞങ്ങൾ പ്രത്യേകം സ്വാഗതം ചെയ്യുന്നു. ഞങ്ങളുമായി ദയവായി ബന്ധപ്പെടുക - ആദ്യം ഇംഗ്ലീഷിൽ സുഹൃത്തുക്കൾ മുഖാന്തിരമാകാമിത്. തുടർന്ന് തർജ്ജമയ്ക്കും പരിഭാഷയ്ക്കുമുള്ള സൗകര്യം ഞങ്ങൾ ചെയ്യുന്നതാണ്.

MALAYALAM

சமூக ஈடுபாடு சம்பந்தமாக ஈலிங் இன் கூற்று: ஈலிங் உள்ளூராட்சி மன்றம் சமூகத்தினரிடம் எப்படி மற்றும் எப்போது பின்வருவனபற்றி பேசுவார்கள் என்பதை இப்பத்திரம் காட்டுகிறது.

- காணி மற்றும் அபிவிருத்தி திட்டக் கொள்கைகள்.
- காணி அபிவிருத்திக்கான அனுமதிபெறும் திட்ட விண்ணப்பங்கள்.

உங்கள் கருத்துக்களை நாம் மிகவும் வரவேற்கிறோம். தயவுசெய்து முதல்தடவை ஆங்கிலத்தில் எம்முடன் தொடர்பு கொள்ளவும். ஒரு நண்பர் மூலமாகவும் தொடர்பு கொள்ளலாம். பின்பு மொழிபெயர்ப்பு அல்லது உரைபெயர்ப்பு சேவைகளை நாம் ஒழுங்கு செய்வோம்.

TAMIL

La déclaration de Ealing sur la participation de la communauté.
Ce document vous indique quand et comment la municipalité de Ealing parlera à la communauté au sujet de:
-Planifier des règles sur l'utilisation d'un terrain et de son développement
-Planifier des demandes pour la permission de développer un terrain
Vos commentaires seront les bienvenus. Contacter nous s'il vous plaît, au début en Anglais, peut être à travers un ami, et puis nous prendrons des dispositions pour une interprétation ou une traduction.

FRENCH

Ealing's Statement of Community Involvement

This document shows how and when Ealing Council will be talking to the community about:

- planning policies for land use and development
- planning applications for permission to develop land.

We would very much welcome your views. Please contact us, initially in English, perhaps through a friend, and then we will make arrangements for interpretation or translation.

T بيان إيلنج حول مشاركة المجموعة T
يوضح هذا الملف كيف ومتى سيقوم مجلس إيلنج بمناقشة المجموعة حول: T

- السياسات التخطيطية الخاصة بتطوير وإستغلال الأراضي T

- تطبيقات التخطيط الخاصة بترخيص تطوير الأراضي T

نحن نرحب بأرائكم، ونرجو أن يتم الإتصال بنا باللغة الإنجليزية ربما من خلال صديق، وسوف نقوم بعمل الإجراءات اللازمة للترجمة والتفسير. T

ASSYRIAN

Declaração da Câmara de Ealing de Envolvimento da Comunidade

Neste documento explica-se quando e de que forma a Câmara de Ealing irá contactar a comunidade sobre:

- políticas de planeamento para utilização e desenvolvimento de terrenos
- pedidos de aprovação de projectos para desenvolvimento de terrenos

Gostaríamos muito de conhecer as suas opiniões. Contacte-nos através de alguém que fale Inglês (por exemplo, um amigo), que depois nós trataremos de arranjar tradutor ou intérprete.

PORTUGUESE

Bayaanka Dhexgalka Bulshada ee Ealing

Wuxuu dukumentigan ku tusayaa sida iyo marka ay Kowsalka Ealing ay bulshada kal hadli doonaan:

- qorshaha khiddada ee isticmaalka dhulka iyo horumarinta
- qorshaha arjiyada ogolaanshada horumarinta dhulka Aad ayaan ra'yigaaga u soo dhowaynaynaa.

Fadlan nala soo xiriir, marka ugu horaysa Ingiriisi, laga yaabaa qof saaxiibkaa ah, markaa kadib ayaa diyaarin doonaa af celis ama turjumaad.

SOMALI

We welcome your comments

CONTACT:

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1 Introduction

- 1.1** The planning system affects everyone's lives. Planning decisions determine where we live, where we work, where we take time out, how we get around, the heritage we protect, the places where we shop. For many people however, the planning system remains something of a mystery and of little direct interest most of the time.
- 1.2** The Planning and Compulsory Purchase Act, which was introduced in 2004, aims to change all that. Major changes to the system of planning for the development and use of land have been made, including a significant new emphasis on the involvement of communities in planning⁽ⁱ⁾.
- 1.3** A key objective of the new planning system is to strengthen community input into plans and proposals for development of land in the borough. This means active, meaningful and continued involvement of local communities and stakeholders in planning processes.
- 1.4** The purpose of this document, Ealing's Adopted Statement of Community Involvement (SCI), is to set out how and when Ealing Council will engage the community and other key organisations and partners:
- In the preparation and revision of its policies on land use and development (called the Local Development Framework) - it establishes who we will be talking to, and when this will be undertaken;
 - In the planning application process - through pre-application discussions, consideration of planning applications, legal agreements and enforcement of planning decisions, including the role of developers in that process.
- 1.5** This is Ealing's first SCI, and it is based on the views of local people. The document will be subject to review in response to comments received from our stakeholders and local communities. It will be monitored annually, in conjunction with the Council's Annual Monitoring Report and will be subject to formal procedures for amendment when required.

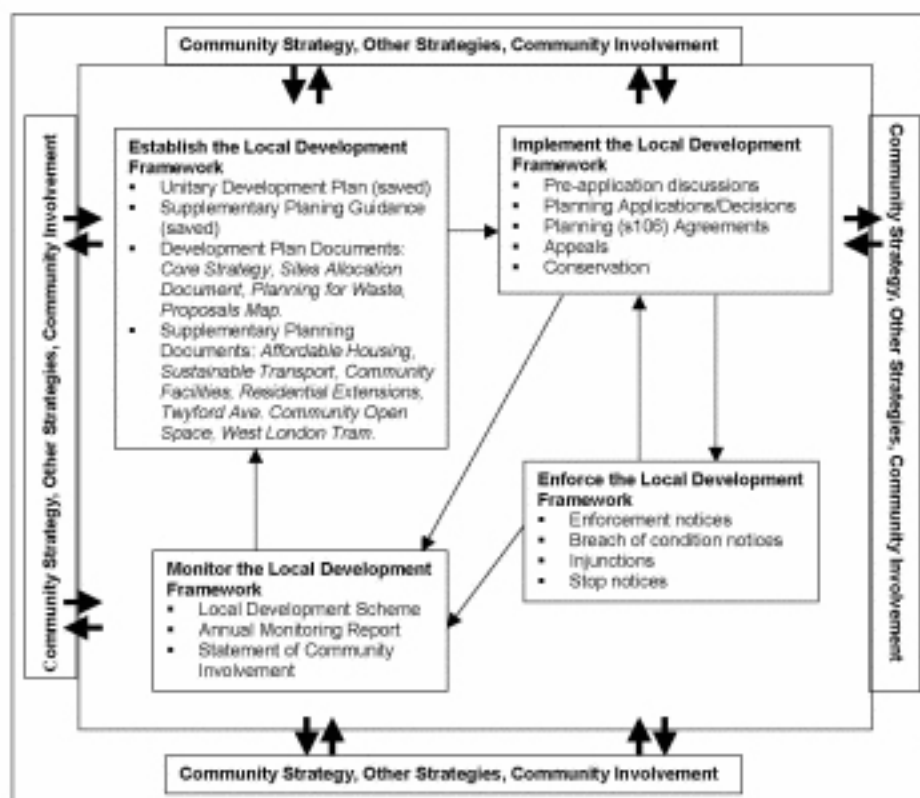
ⁱ The SCI must set out the minimum requirements that are prescribed in the regulations. For local development documents, this is the Town and Country Planning (Local Development) (England) Regulations 2004 and the Town and Country Planning (Transitional Arrangements) (England) Regulations 2004. For planning applications, the minimum publicity requirements are set out in Article 8 of Town and Country Planning (General Development Procedure) Order 1995. For applications requiring listed building or conservation area consent, the requirements are set out in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)

2 Setting out our Main Principles and Approach

Main Principles

- 2.1** Ealing Council is committed to improving the way in which the community is involved in planning for the borough. This starts with the establishment of a local development framework, i.e. plan making and promotion. It also includes implementing and enforcing the local development framework, i.e. community involvement in planning applications, pre-application discussions, planning agreements, and planning enforcement procedures.

Figure 2.1 Local Development Framework in Action



- 2.2** This Statement of Community Involvement should enhance the involvement of local groups which are already linked to planning processes in Ealing. Existing channels for dialogue with these community groups will remain in place. In addition, the Council will facilitate wider involvement through Ealing Community Network. Consultation and participation relating to town planning will be undertaken, as far as possible, in accordance with the protocols set out in the Ealing Compact[®] and the emerging corporate Ealing Consultation Strategy.

ii The Ealing 'Compact' is a service agreement between Ealing Council and the Ealing Community Network. Section 2.4 explains the role of the Ealing Compact.

How will we approach community involvement in planning?

2.3 Ealing Council will seek to involve and bring together people with a wide range of interests and perspectives on future planning in Ealing. These include people who are concerned about environmental protection and the impacts of development; people who want to undertake development; people who would use or be accommodated in buildings and spaces which are developed (particularly where the development is to meet specific needs), and people who are concerned to see the general improvement of our borough.

2.4 To do this, the Council will undertake community involvement which is:

1. Tailored to its purpose – i.e. it is based on a clear understanding of the needs of the community and reflects their requirements.
2. Based on the earliest possible involvement and sense of ownership of local policy decisions ('frontloading').
3. Accessible to the communities concerned – i.e. the right methods of involvement are used.
4. A continuing process, with opportunities for on-going involvement.
5. Transparent (no hidden agendas) and inclusive for all.
6. Well thought out and planned, rather than 'ad hoc'.

2.5 The Council wants to work in partnership with the community. We want to deliver a system of town planning in Ealing that reflects the aspirations of all in the community.

What are the benefits for communities in getting involved in the Planning System?

2.6 The evidence base for preparing plans and strategies, and making planning decisions is greatly strengthened by local knowledge and awareness. Involvement in the plan making process will mean that communities have a greater awareness of how their area will develop in the future, and can be committed to this future.

2.7 Early involvement in the planning process can help to empower individuals and community groups to affect planning decisions and the subsequent developments that arise. This will mean that people feel more in touch with what is happening in their area, and can make a real difference to their surroundings.

2.8 The community can have a greater influence over development if people get involved at the earliest stage in the development process (pre-application discussions). This may allow design improvements and plan revisions to be made to incorporate community suggestions, creating a sense of ownership in the development project. Community participation will then be seen as a positive input into the development process, rather than a threat to developers.

Setting out our Main Principles and Approach

- 2.9** If development is going to have a large impact on the community, then S106 legal agreements can be negotiated with the needs of the community in mind. In particular where community facilities or services are required, community involvement can lead to the design of facilities that are better suited to the communities that use them. Hard to reach community groups, who make up 41.3% of the borough, need to make developers aware of the cultural issues arising from development proposals. An opportunity exists here to create a greater level of awareness amongst developers as to the community's cultural needs, for example the tendency for extended families to live together under the one roof, creating a need for larger residential units.
- 2.10** Another advantage of increased partnership working, will be that communities will feel able to hold the developer accountable if any of the planning conditions or legal agreement provisions are not complied with.
- 2.11** Greater involvement from community groups in the planning process will also help to demystify planning jargon and the planning process. As community groups become more informed about the relevant planning issues, they will be better placed to make their views, concerns and needs known when they are consulted on future development plans for the borough.

3 Our Communities and Stakeholders

The People of Ealing

- 3.1** The London Borough of Ealing is located in the heart of West London and is a vibrant and diverse area spanning 55 km², with 118,023 households. The population of Ealing is approximately 303,200ⁱⁱⁱ, making it the third largest London borough by population.
- 3.2** There was a growth of 6.3% in Ealing's overall population between the 1991 Census and the 2001 Census, a growth rate higher than the London average increase of 5.3%. During this period Ealing experienced a growth in our working age (25-49), and school age population (5-15). However, the population aged over 65 declined, as did the very young, (0-4) and young adults (16-24).
- 3.3** Ealing has a rich mix of communities from the Commonwealth and European countries, with almost a third of the borough residents born outside of the European Union. Ealing's diversity has increased, in 1991 32.3% of the population were from an ethnic minority, in 2001 this figure had risen to 41.3%. At the last census, 24.5% of the population were South Asian, 8.8% of the population Afro-Caribbean, 3.6% were from a 'mixed' ethnic group and 4.3% identified themselves as being Chinese or from other ethnic groups. Ealing also has a range of faith groups to which people belong to, the six main faith groups being; Christianity, Islam, Sikhism, Hinduism and Buddhism. These combined factors have made Ealing the 4th most diverse borough in London.
- 3.4** The nature of Ealing's diversity has evolved since the Second World War, starting with the arrival of the Polish community. The Polish community settled in the Ealing and Acton areas, making it the most established ethnic minority in Ealing. During the 1950's and 1960's communities from South Asia arrived and settled in Southall. During the 1950's and 60s communities from the Caribbean countries settled across the borough. In the late 1960's and early 70's, community groups from South Asia settled in Southall. The arrival of these new ethnically and religiously diverse communities from the Indian sub-continent heralded the transformation of Southall. Southall is now acknowledged as a centre of Asian goods and services and culture from the Indian sub-continent, with a regional and perhaps national catchment. More recently, communities from Ethiopia, Somalia, Iraq, Australia, New Zealand, South Africa and Eastern Europe have been attracted to Ealing and have settled across the borough.
- 3.5** The diverse nationalities that co-exist in Ealing have added vibrancy and enriched the borough. There now exists an exciting opportunity to seek and capture the wide and differing views from these new and established communities, alongside those of more transient communities, such as students or travellers. The diverse nature of these communities will further transform the future developmental needs and physical development of the borough.

iii The latest (2004) official mid-year estimate of the population of the Borough is 303,200

General Consultation Bodies

3.6 Representative groups which cover the wide range of voluntary, community, special interest, amenity and business interests are defined by government as '*general consultation bodies*'. These voluntary organisations benefit people from:

- different parts of the borough;
- different racial, ethnic or national bodies in the authority's area;
- different faith groups in the authority's area;
- disabled people;
- business people.

3.7 As well as these groups, the Council would like to involve as many local people and organisations as possible in drawing up the planning framework for Ealing. In particular, we are keen to engage those groups that have in the past been excluded from the planning process, those 'hard-to-reach' groups such as young people, ethnic minority groups, travellers and refugees, disabled people, those with special needs or others who might otherwise be excluded from the process. The mechanisms in the SCI will need to be flexible enough to ensure that information not only reaches the right people, but reaches them in a way that allows them to respond to it. That means it is also important that the sort of information we provide is relevant, and that enough time is given for a considered response to be made.

3.8 The Council has identified a number of groups in alphabetical order that we feel should be consulted. A list of these groups as they relate to Ealing is included in Appendix 2 'Consultation Bodies' and will be kept updated.

Wider Interests

3.9 For the purposes of this document, the concept of 'community' is wider than the people who live within the borough boundaries. In developing policy on land use and development, it is important to have the involvement of a wide range of groups and individuals, who have an interest in how the borough is developed. In addition to the general consultation bodies referred to above, government has also identified '*specific consultation bodies*'.

Specific Consultation Bodies

3.10 These are agencies that are specifically identified in the planning regulations:

1. Government Office for London
2. Mayor of London (The Greater London Authority)

3. The Highways Agency
4. London Development Agency
5. Department of Environment, Food, and Rural Affairs - DEFRA
6. Adjoining Local Planning Authorities - Brent, Harrow, Hillingdon, Hounslow and Hammersmith & Fulham
7. The Environment Agency
8. The Countryside Agency
9. English Nature
10. Historic Buildings and Monuments Commission for England (English Heritage)
11. Network Rail
12. Telecommunications companies
13. Strategic Health Authority
14. Electricity and gas companies
15. Sewerage and water undertakers

- 3.11** Within this group, the Council is *required* to consult numbers 1, 2, 3 and 6 in preparing the Statement of Community Involvement.
- 3.12** The Council keeps a database of community contacts, and those who respond to planning policy consultation documents. Any person or any organisation can request to have their details added to the LDF Consultation Database. They will then be contacted as we progress with development of our various local development documents.
- 3.13** The Council also keeps a register of consultees which they refer to when consulting on planning applications. This list includes the statutory consultees, as well as groups and individuals who have requested to be included on the register.

How will we engage with our community?

- 3.14** The Council will use a range of consultation mechanisms in the preparation of the Local Development Framework and the determination of applications through the development control system. The mechanisms used range from very formal statutory (legal) processes to very informal processes. The methods used will depend on the type of application/document, the number of people we are trying to reach, and the legal requirements placed on us as a planning authority.
- 3.15** Consultation methods can be described as informative, consultative or engaging, depending on the level of input the community will have. *Informative* methods are used to tell large numbers of people about what is proposed (in the case of a planning application) or what we have done or are planning to do, in the case of a policy document. This method raises awareness and provides a starting point for feedback and dialogue. *Consultative* methods give an opportunity for immediate feedback and negotiation, and more in depth information is provided. *Engaging* methods involve partnership working, where stakeholders take an active role in discussions and negotiations.

3.16 The range of consultation methods that will be used for Local Development Frameworks are set out in Chapter 3. The range of methods that will be used for Planning Applications are set out in Chapter 4.

How will we reach out to all sections of the community?

3.17 Some groups are often unable to participate effectively in planning processes when conventional consultation methods are used because the Council finds it hard to reach out to them. 'Hard to reach' groups might include people from ethnic minority groups, people whose first language is not English, young people, children, older people, people with disabilities, refugees, travellers or gypsies, as well as people who lack the time or resources to participate effectively.

3.18 Some of the techniques that we feel may be useful in engaging with such groups, are included in Table 1 overleaf. Some of the methods and techniques may be suitable at different stages in the preparation of Local Development Documents and/or for different types of, planning applications. **We will determine which methods to use on a case by case basis, in the context of the available resources and guided by the groups themselves.** For more detail on different methods that will be considered for different stakeholder groups in preparing Local Development Documents, see Table 3 in Section 3.

3.19 In addition to the methods referred to in Table 3.1 'Range of possible methods for engaging with different groups', there are actions that can be taken to make participating in consultation events easier for people. Actions include:

- Providing childcare during events;
- Providing transport to and from events;
- Holding consultation events at appropriate times and venues for target groups;
- Using established meetings/groups for consultation exercises;
- Combining consultation events with community events e.g. markets, fairs, meetings, festivals;
- Providing translation/interpretation services and making promotional material available in community languages;
- Making responding to surveys/questionnaires easier for respondents (through sensitive design of questions, language, postage paid etc.)

3.20 Ealing Council recognises that greater effort is needed to encourage effective engagement of groups with limited experience of planning processes, or limited capacity to respond to formal consultation processes. Special efforts are also needed for those individuals and groups who are not affiliated with umbrella groups which have experience of such processes (e.g. ECN), and who can act on their behalf.

- 3.21** The Council also recognises that specific barriers to engagement may include language and cultural differences, physical, mental or sensory disabilities, childcare or dependency care responsibilities, lack of a permanent residence, lack of access to ICT, or economic disadvantage such as the cost of travelling to meetings. Where requested, the Council can make copies of consultation documents available in large print, braille or cassette tape, or provide a translation or interpretation service.
- 3.22** The Council will endeavour to avoid consultation exercises during school holiday periods, except where deadlines are set by external agencies or government. The Council will also endeavour to avoid holding consultation events on major religious or cultural holiday dates.

Table 3.1 Range of possible methods for engaging with different groups

Group	Core Strategy DPD	Site Specific Allocations and other DPDs	SPDs
Children/Young People	<ul style="list-style-type: none"> Targeted workshops Drop-in information sessions Visits to schools Council presence at community events Youth Forum meetings 	<ul style="list-style-type: none"> Targeted workshops on relevant topics/locations (for families or young people only) Council presence at community events Youth Forum meetings 	<ul style="list-style-type: none"> Targeted family workshops on relevant topics/locations Council presence at community events Youth Forum meetings
Disabled People	<ul style="list-style-type: none"> Ealing Access Committee Documents published in large font Local radio advertising 	<ul style="list-style-type: none"> Ealing Access Committee Documents published in large font Targeted workshops 	<ul style="list-style-type: none"> Ealing Access Committee Documents published in large font Targeted workshops
Ethnic Minority Groups	<ul style="list-style-type: none"> Use of translation services Focus group meetings Planning and the Community Working Group Local community publications Local radio advertising 	<ul style="list-style-type: none"> Local community publications Local radio advertising 	<ul style="list-style-type: none"> Local community publications Local radio advertising
Older People	<ul style="list-style-type: none"> Targeted workshops Presentations at Lunch Clubs/Women's Groups/Organisations etc. Local community publications Local radio advertising 	<ul style="list-style-type: none"> Targeted workshops on relevant topics/locations Local community publications Local radio advertising 	<ul style="list-style-type: none"> Targeted workshops on relevant topics/locations Local community publications Local radio advertising
People whose First Language is not English	<ul style="list-style-type: none"> Translation/ interpretation services Oral/written information 	<ul style="list-style-type: none"> Translation/ interpretation services Oral/written information 	<ul style="list-style-type: none"> Translation/ interpretation services Oral/written information

Group	Core Strategy DPD	Site Specific Allocations and other DPDs	SPDs
People who lack time/ resources to participate	<ul style="list-style-type: none"> • 'Around Ealing' Magazine • Web based consultation • Email updates • Local media coverage • Roadside Displays 	<ul style="list-style-type: none"> • Web based consultation • Email updates • Local media coverage 	<ul style="list-style-type: none"> • Web based consultation • Email updates • Local media coverage
Travellers, Gypsies, Homeless people and Refugees	<ul style="list-style-type: none"> • Visits • Community workshops 	<ul style="list-style-type: none"> • Visits • Targeted community workshops 	<ul style="list-style-type: none"> • Visits • Targeted community workshops
Women	<ul style="list-style-type: none"> • Targeted workshops • Drop-in information sessions • Visits to women's groups • Council presence at community events 	<ul style="list-style-type: none"> • Targeted family workshops on relevant /locations • Council presence at community events 	<ul style="list-style-type: none"> • Targeted workshops on relevant topics /locations • Council presence at community events

3.23 The Council also recognises that the sort of information we provide should be relevant to those groups that we are engaging with. Within available resources, the Council will aim to develop a diverse range of consultation and communication methods in order to actively engage with and seek involvement from hard to reach groups.

How can we build capacity for community groups to participate in planning processes?

3.24 ‘Capacity building’ means equipping members of the community with the resources and skills to participate effectively. An example is training community members to facilitate their own community workshops. With these skills, communities will be better able to express their concerns and participate more effectively in planning and community processes.

3.25 Ealing Council recognises the specific role of umbrella bodies such as ECN and other community groups, in assisting consultation and communication, and will supply practical support and training where appropriate.

3.26 The Ealing ‘Compact’ is a signed agreement between Ealing Council and the Ealing Community Network (ECN). It sets out shared principles and values underpinning relations between the local authority and the local voluntary and community sector. It includes specific commitments by Ealing Council and ECN with respect to engaging in consultation and partnerships, acknowledging and providing for equality and diversity, and providing for community participation.

3.27 The Compact is not a contract, but it is a clear statement of commitments and service standards which local voluntary and community groups, and the Council, can expect from one another. Partnership is at the heart of the Compact. The local authority and ECN have shared roles, and this is reflected in the number of joint commitments in the Compact.

3.28 Copies of the Compact are available from ECN or the Council or from our website: <http://www.ealing.gov.uk/services/community/community+grants/compact.asp>

3.29 Chapter Four of the Ealing Compact sets out our joint commitments on ‘Consultation and Partnerships’ with the community, through the framework of the Ealing Community Network (ECN). It includes a commitment by ECN to *‘work constructively with Ealing Council officers to plan and co-ordinate effective forward consultation and communication programmes’*. ECN has also made a commitment to make its resources available to assist the Council with its consultation programmes and to encourage voluntary and community groups to respond to the Council’s consultation documents and participate in consultation events.

3.30 In turn, Ealing Council has made a commitment to better co-ordination between departments, to avoid overload on local voluntary and community groups from an excess of partnership meetings, consultation activities and communication exercises. For example, Council is developing a Customer Relations Management System - so that

information and feedback from our customers can be more easily shared between departments. The new systems will enable Customer Services to give better information to our customers with greater efficiency, and to ensure that requests for service are dealt with more effectively.

How does the Statement of Community Involvement link in with the Ealing Community Strategy and the Local Strategic Partnership?

3.31 Ealing's first **Community Strategy**^(iv) was prepared in June 2003 by Ealing Council and Ealing's Local Strategic Partnership (LSP). Ealing's Local Strategic Partnership includes many of the borough's key public service providers, along with business organisations and representatives of the voluntary and community sector. The Ealing Community Strategy is a requirement of the Local Government Act 2000. The purpose of the Strategy is to co-ordinate the activities of the LSP, provide a framework for improved partnership working, and to tie together a wide range of local strategies and initiatives. The Community Strategy aims to contribute to the achievement of sustainable development, and sets a long term vision for Ealing, along with some of the key long, medium and short term objectives to achieve this vision. The SCI implements those themes in the Community Strategy that relate to the sustainable development of land in the borough. Key themes of the Community Strategy, which are relevant to the SCI, include:

- 3.32** *A strong and vibrant community* - a cohesive community with strong community and voluntary organisations; active and committed individuals working on a voluntary basis within their communities; and a strong sense of citizenship and engagement amongst everyone living and working in the borough.
- 3.33** *Improved Partnership working* – Public consultation, the participation of the voluntary and community sector and the involvement of users of the Council's services (e.g. residents, workers, visitors) will be key elements in the work of the LSP. Partners will work together to support and develop this area of work through its strategic initiatives, sharing best practice and setting standards.
- 3.34** *Sustainable development* is defined in Ealing's Community Strategy as development which meets the following four objectives at the same time, both in the UK and the world as a whole:
 - social progress which recognises the needs of everyone;
 - effective protection of the environment;

iv Note that Council is currently preparing a new Community Strategy, which will shortly replace this document.

- prudent use of natural resources; and
- maintenance of high and stable levels of economic growth and employment.

How are Council members involved in the planning system?

- 3.35** The decisions of the Council on all aspects of town planning are made by the elected Council Members. The professional planning officers prepare reports on the different town planning matters, most often including consideration of community views, and place them before the Council Members. Some decisions have been delegated to senior Council officers - see Section 4.11.
- 3.36** In the case of matters to do with the establishment of or monitoring of the local development framework, the Cabinet Member for Regeneration and Economic Development will consider the officer report, and if he/she is satisfied with it, he/she will take it to a meeting of the Cabinet for decision. In some cases, it is necessary for Cabinet to make a recommendation to full Council (i.e. a meeting of all Ealing Councillors). Where appropriate, he/she may consider the report in conjunction with other Members at a Cabinet Local Development Framework Committee before taking it to Cabinet and/or Council for decision. Reports on the local development framework may be taken to any of the seven Area Committees, where the Councillors for the local area will provide a local perspective on the proposals. There is also the possibility that local development framework matters may be called in for Scrutiny at special committees of Councillors set up for this purpose.
- 3.37** Reports to Councillors on the implementation and enforcement of the local development framework - ie planning applications, enforcement cases and conservation matters, and other related matters, are taken to the Planning Committee. There are strict rules relating to the role of Councillors in this 'regulatory' function.
- 3.38** Elected members may represent the interests and views of local individuals or (more often) local groups in their locality. For example, concerned parties may choose to lobby their elected ward councillor on planning issues affecting their local area. An alternative is to approach the Cabinet Member for Regeneration and Economic Development,, or the Shadow Cabinet Member in the main opposition party. Registering items in the public forum part of the agenda of local Area Committee meetings is another avenue for raising planning issues with elected members - provided that people do not wish to discuss individual planning applications - as these cannot be discussed by Area Committees.
- 3.39** The Council has drawn up a Code of Conduct for elected members in relation to planning matters. The Code sets out the standards of practice for both Planning Committee members and members generally. Members are expected to abide by this code at all times. A copy of this code is included in Appendix 3 'Code of Practice for Neighbour Notification on Planning Applications '.

When can the Community get involved in the Planning Process?

3.40 Continuous community involvement and an ongoing dialogue with interested parties is a primary objective of the new planning system. There are two key elements of the planning process, where local communities can get involved:

- in the preparation of the Local Development Framework, through participation and consultation on the documents referred to in the Local Development Scheme; and
- in the consideration of planning proposals and applications received by the Council (including for Conservation Area consents, Listed Building consents and Advertisement consents) and breaches of planning dealt with through enforcement procedures.

4 Community Involvement in the Local Development Framework

The Local Development Framework

4.1 Ealing Council is responsible for preparing a **Local Development Framework (LDF)** to guide development in the borough. This framework will consist of a collection of documents including:

- **The Local Development Scheme** – This document outlines the Council's work programme in terms of delivering the various documents in the Local Development Framework. If you wish to find out more about the LDF and how to get involved, you should refer to this document first and foremost. The LDS sets out the subject matter of the various documents that will be produced, the timescales for doing so, and the stages at which the public can most effectively get involved. Until such time as they are replaced by the new development plan documents, the Unitary Development Plan 2004 policies are 'saved', that is they retain their development plan status. The deadline for this replacement process is October 2007 (unless an extension to this timeframe is approved).

4.2 There may of course be some variation in the scheme over time, as a result of changes in the local, regional or national policy context, or as a result of findings of the Annual Monitoring Report. The Council will keep the LDS up to date as far as practical, and will aim to publish a review at the start of each financial year. Our current LDS is available on our website: www.ealing.gov.uk/planpol. There is more information on each of the Ealing documents in our Local Development Scheme.

4.3 Interested individuals and organisations are encouraged to look at the program of work in the LDS and register an interest in any of the documents. The Council will ensure that you are invited to participate fully, as indicated in the SCI.

- **Development Plan Documents (DPDs)** – which are subject to independent examination, and along with the London Plan, will form the development plan for Ealing. More detailed information on community involvement in DPDs follows in Section 3.2

4.4 The key document in Ealing's LDF will be the **Core Strategy** (a DPD), which is a new kind of 'spatial' plan that aims to bring together the aspects of all relevant strategies in an area, especially the Community Strategy, which have a bearing on the use and development of land. The core strategy will set out how the Council intends to deliver its strategic intentions – through a variety of instruments and activities. This will be accompanied by a **Site Specific Allocations Document** and a **Proposals Map** - which will detail how the strategic intentions will be achieved on the ground. Ealing Council also intends to work with neighbouring boroughs in West London on a **Planning for Waste DPD**, and to produce additional local development documents by 2010.

- **Supplementary Planning Documents (SPDs)** – which provide further detail of and/or guidance on policies and proposals included in a DPD. SPDs do not have development plan status, but must be subject to rigorous community involvement

procedures. They can relate to topics (e.g. residential design), areas (e.g. town centre strategies) and sites (e.g. development sites or community open space sites). More detailed information on community involvement in SPDs follows in Section 3.3.

- DPDs and SPDs are known collectively as **Local Development Documents (LDDs)**, and set out the Council's planning policy and guidance.
- **Statement of Community Involvement (SCI)** – This document sets out our service standards for community involvement in planning. It covers all planning processes, including policy and plan making, planning applications and enforcement. Interested individuals and organisations are invited to comment on the procedures and their experience of them, so that the SCI can be improved. See also section 5.
- **Annual Monitoring Report (AMR)** – a document which will check our progress with implementing the Local Development Scheme and outlines to what extent our planning policies are being achieved. Interested individuals and organisations are invited to comment on the AMR.

4.5 Other documents to be produced as part of the process will include:

- **Sustainability Appraisals**, including **strategic environmental assessment** of each LDD (except the SCI). This is a check on how far the LDF contributes to sustainable development. The appraisal will assess the social, environmental and economic effects of each of the development plan documents and supplementary planning documents. The community will be consulted on these appraisal documents.
- **Background documents**, including research that will inform the production of LDDs, e.g. a housing capacity study and employment land review; also good practice documents, such as streetscape guides. The documents should be produced on a consultative basis. These documents may have status as evidence in decisions on the Local Development Framework and in planning applications, but the only documents which are recognised as strong material considerations are the development plan documents, and to a lesser extent, the supplementary planning documents.

How will we consult on Development Plan Documents?

4.6 Each Development Plan Document that the Council prepares has to go through a number of stages, with consultation taking place at certain points along the way. The flowchart in Figure 2 outlines these stages. Table 1 sets out the different methods that we will use to consult with different stakeholders on documents in the Local Development Framework.

4.7 The following process will be followed for each of the Development Plan Documents.

Pre-Production - 'Gathering Evidence'

4.8 This is the very first step in preparing the Development Plan Documents. At this point, Council gathers evidence and information about the borough, in order to identify the area's needs, opportunities and constraints. This may involve commissioning research

reports. The Council will informally involve groups and organisations in this process, to help us identify the range of issues that will need to be addressed, and in order to develop a comprehensive information base.

Stage 1 - Issues and Options

4.9 This stage is formally known as the “Pre-Submission Consultation” stage. The consultation process for the Development Plan Documents will be kick-started by the publication of an ‘Issues and Options’ paper (or series of papers), designed to focus the debate and provide a starting point for discussion. In other words, at this point the Council will be examining various planning “issues” and the policy “options” for dealing with them, for example, strategic transport planning and major transport projects such as the tram and their relationship to development sites along the tram route. The form that this paper will take will vary, depending on the type of DPD that is being produced. The consultation methods that we will use at this stage in the process are set out in Table 1 below.

Stage 2 - Preferred Options Consultation

4.10 Having considered the issues raised in Stage 1, the Council will set out its chosen way of addressing these issues in a ‘Preferred Options’ Report. This document will set out the policy issues and our reasons for choosing our preferred options for addressing them. The document will also list the alternatives that were considered and rejected, and suggest possible sites for development where this is appropriate for example, strategic transport planning and major transport projects such as the tram and their relationship to development sites along the tram route. The publication of the Preferred Options report will be followed by a six-week consultation period, during which the public will be invited to comment on the report. The consultation methods that we will use at this stage in the process are set out in Table 1 below.

4.11 The Council will consider all the responses it receives to this report and consider these in preparing for the next stage, which is the submission of the Development Plan Document to the Government for formal examination.

Stage 3 - Submission to Government

4.12 After taking account of the consultation on its preferred options, the Council will prepare the Development Plan Document and submit it to the Secretary of State for “independent examination”.

4.13 At the same time as the Council submits the document to the Secretary of State, it will make it available for further public comment over another six-week consultation period. At this point, the public will have the opportunity to comment formally on the policies and proposals in the Development Plan Document. The consultation methods that we will use at this stage in the process are set out in Table 1 below.

Stage 4 - Further consultation on site allocations

- 4.14** Where Development Plan Documents include proposed sites for development, the public will be invited to comment – and they may suggest alternatives or changes to the sites. If any revised or additional sites are included as a result of this process, the new sites, together with any proposed boundary changes, will be re-advertised. A further six-week consultation period will then be held to allow further comment on the new, or changed, development sites.

Stage 5 - Post-submission involvement

- 4.15** Once the Inspector has received the document, he/she will consider what sort of consultation and public involvement is necessary as part of his/her independent examination of it. The Inspector will look at how closely the process of preparing the Development Plan Document has followed the Council's Statement of Community Involvement, and will check that the DPD is in general conformity with the London Plan. A date for the Independent Examination and any Hearing will then be set, usually within three months of the Planning Inspectorate receiving the document.

Stage 6 - Examination

- 4.16** The examination will either be held in public, or dealt with by written representations. Anyone who has made a representation on the DPD during the submission consultation period, has the right to be heard at a hearing. Following the Independent Examination, the Planning Inspector will prepare a report advising on any changes to the Development Plan Document which are considered appropriate. The Inspectors Report will be binding on the Council. The Council must amend the Development Plan Document on the basis of this report. A six week period for legal challenge exists at this stage, after which the Development Plan Document can be formally adopted and incorporated into the Local Development Framework.

Table 4.1 Community Involvement in Development Plan Documents Stage 1: Pre-Production

Consultation Tool	Method	Why this method?	Result
Consulting on the Evidence Base	The Evidence Base is made up of background papers, reports, technical information, studies, consultants reports, good practice notes etc. This information will be made available to stakeholders via our website; email, or hard copy from the Planning Policy and Development Advice team.	This evidence is regularly updated and can be used to inform decisions and increase understanding/awareness of the planning system and planning issues.	Informed stakeholders and better evidence
Raising awareness of the Planning System and peoples capacity to be involved in it.	Training will be provided to members and Council officers to ensure that they carry out their work appropriately and to a high standard. Training will be provided to voluntary and community groups, members of the public and other stakeholders through workshops, and the Planning and Community Working Group. Information on the planning system will be provided via Ealing website; Area Committee Meetings; community contacts, or local media, e.g. the Ealing Gazette.	It is appropriate to support the community actively participating in the planning system and providing the necessary information and resources to understand it.	Increase awareness and understanding of the planning system, and rapport with participants.
Early involvement – informal consultation period	A variety of methods will be used, including questionnaires / surveys, exhibitions, posters, Ealing website, local media, local libraries; not only to comply with statutory obligations but also to ensure that all stakeholders will be able to participate in the process from the beginning. The method chosen will be suitable for the type of document and/or stakeholder group involved.	Statutory requirement (Regulation 25) To facilitate early involvement, so as to get input from the community and all stakeholders from the start of the planning process.	Council is aware from the outset, of the views/issues which concern the community Generates sense of ownership in the policy process

Table 4.2 Community Involvement in Development Plan Documents Stage 2: Production of Development Plan Documents

Consultation Tool	Method	Why this method?	Result
Consultation on Issues and Alternative Options	Depending on the document, a range of methods will be used to consult with the community, including notification by mail out, notice in the Ealing Gazette and other local media, posting of information on the Ealing Website, feedback from Area Committees, internal officer group consultation, one-to-one meetings and workshops with stakeholders. Where requested, community language translation/interpretation may be used. Questionnaires/surveys, and consultation papers will be used to elicit feedback.	Statutory requirement (six week consultation period, Regulation 25) The methods described allow the community to engage in the process, and the results of the consultation to be collated and incorporated into the documents.	Broad base response from all sections of the community, on the options.
Initial Sustainability Appraisal Scoping Reports	These reports will be available for inspection at the Customer Services Centre at the main Council office, libraries across the borough and on the Ealing website. Officers and stakeholders will be informally consulted. Statutory consultees will receive written notification.	Statutory requirement. It is the most appropriate way to inform stakeholders of the complex technical process of assessing the environmental, economic and social impacts of the alternative options.	The SA process will be more rigorous, as a result of the input of interested stakeholders.
Reporting back on Issues and Options consultation	A report assessing the representations received, and the main outcomes of this consultation, will be published on the Ealing website, and copies made available at the Customer Services Centre on request. Those who responded to the consultation will receive written notification of the outcomes of this consultation. Council will also report back to Area Committees, Cabinet, and the LDF Steering Group (internal officer group).	Demonstrates to consultees how their comments have informed the next stage of production of DPD.	Stakeholders views are understood and progress made toward a preferred option.

Consultation Tool	Method	Why this method?	Result
Consultation on Preferred Options Document	This consultation period will be advertised in the local paper (Ealing Gazette), on the Ealing website, at the Councils Customer Service Centre and at libraries across the borough. Additionally the draft document may be presented at public meetings e.g. Area Committees, at exhibitions and at meetings/workshops with targeted groups, via stakeholder forums and internal/external meetings as appropriate. Where requested, community language translation/interpretation may be used. Written/email notification will be sent to all who made representations at the Issues and Options stage.	Statutory requirement (six week consultation period, Regulation 26) To establish stakeholder/community views and consult on potential options	Wide range of responses from the community will help to inform the final Submission Document.
Reporting back on consultation.	Reports assessing the representations received, and the main outcomes of this consultation, will be published on our website, and copies made available at the Customer Services Centre or on request. Those who responded during the consultation will receive written notification of the outcomes of this consultation. There may also be discussion at Area Committees and stakeholder groups.	To demonstrate to consultees how their comments have informed the next stage of production of the DPD.	Incorporates stakeholder views and progress procedure to examination.
Preparation of submission DPD and Submission to the Secretary of State GLA request conformity with London Plan.	When the submission document has been prepared, a Statement of Compliance, the Sustainability Appraisal Report and a Pre-submission Consultation Statement must be prepared for submission alongside the DPD. These documents are presented to Full Council for the decision to submit to the Secretary of State.	Statutory requirement (Regulations 27, 28, 30). To demonstrate to consultees how their comments have informed the next stage of production of the DPD and to continue to inform and to maintain buy-in from the community.	Submission Document prepared and submitted to Secretary of State.

Consultation Tool	Method	Why this method?	Result
	Notice of submission placed in the Ealing Gazette inviting people to comment on the submission document during a six week period. General and specific consultees will be notified via email/post. Copies will be available at libraries, on the Ealing website and at the Customer Services Centre. Specific and general consultees will have copies of the submission documents forwarded to them via their preferred method. Where requested, community language translation/interpretation may be used.		
Publication of Sustainability Appraisal Report	Publication of the Sustainability Appraisal is subject to the same six week formal consultation period as the Submission DPD which it supports, and as such, must be advertised in the local paper (Ealing Gazette). In addition, statutory bodies and other internal and external stakeholders will be notified by post or email. The document will be available on the Ealing website, in libraries and at the Customer Services Centre.	Statutory requirement (Regulation 26). The methods described allow the community to engage and the results of the consultation to be collated and incorporated into the document.	All participants are able to make their views on the sustainability of the document known.
Representations on submitted DPD.	Anyone can make a formal, written representation on the DPD during this period. Representations received will be considered by the Inspector at the independent Examination.	Statutory requirement (six week representation period from date of Submission to Secretary of State, Regulation 28). Formal consultation opportunity.	Representations submitted which challenge the soundness of the DPD.

Consultation Tool	Method	Why this method?	Result
Publication of Representations on Submitted DPD and accompanying documents.	Representations made on the submission DPD will be made available for others to view on the Ealing website, at the Customer Services Centre, and at libraries across the borough	Statutory requirement (Regulations 28-29 and 32-33). Information sharing process.	Maintain awareness and transparency in and of the planning system.
Publication of further Site allocations representations	Where representations which include proposals for alternative site allocations or a change to a boundary of a site identified in the submitted document are made, these will be re-advertised immediately after the period for making representations has expired. Representations will be made available on the Ealing website, at the Customer Services Centre, libraries across the borough. Written notification will be made to those who made earlier representations on these sites	Statutory requirement (Regulations 32-33) Allows others to comment on possible changes to sites.	Maintain awareness and transparency in and of the planning system.
Publication of Pre-examination changes to document	In the event that changes to the document are proposed prior to the examination and following submission, these will be advertised in a similar manner to the submission document, and an opportunity to make representations will be made. The Council must set out the reasons for making these changes and how they will affect the soundness of the Plan.	Statutory requirement (Regulation 28)	Positive response to representations or to changed circumstances, and maintain awareness and transparency in and of the planning system.

Table 4.3 Community Involvement in Development Plan Documents Stage 3: Examination

Consultation Tool	Method	Why this method	Result
Pre-examination meeting.	If the Inspector feels that it is necessary, a pre-examination meeting will be held. The meeting will be advertised on the Ealing website, by public notice in the Ealing Gazette, email / written notification to consultees. The meeting will be open to all members of the public.	To ensure an efficient and effective examination.	All stakeholders are aware of the process to follow at the Examination.
Independent Examination	An independent planning Inspector is appointed to carry out the Examination, which will ensure that the individual documents and the LDF as a whole, are sound. The examination timetable will be advertised on the Ealing Website, by public notice in the Ealing Gazette, and by email/post to consultees. The process is arranged by a Programme Officer, so that the activities relating to the process are independent from the Council	Statutory requirement (Regulation 34) To test the 'soundness' of the DPD.	Orderly submission and consideration of issues. Independent Inspector assesses the document(s) for their soundness.
Binding Inspectors Report Published	Once the Examination has been completed, a report will be published by the Inspector. Those people who took part in the Examination, and those people who requested to be notified, will be advised of the publication of the Inspectors report by email/post. The Inspectors report will be placed on the Ealing Website, at the Council's Customer Services Centre, at libraries and on request from the Planning Policy Team by email or by post for an appropriate charge.	Statutory requirement (Regulation 35)	To ensure the outcomes of the Examination are in the public domain.

Table 4.4 Community Involvement in Development Plan Documents Stage 4: Adoption

Consultation tool	Method	Why this method	Result
Publication of Adoption notice	Formal advertisement of the adoption of documents in the LDF, and reference to High Court appeal procedures, will be made via the Ealing website and local paper (Ealing Gazette). Individuals / organisations who took part in the process (everyone on the LDF database who has indicated an interest) will be informed by email/post as preferred. Copies of the adopted DPD and adoption statement, the Final Sustainability Report and the Inspectors Report will be made available for inspection at the Council's Customer Service Centre, libraries and on the Ealing website. The document will be available for purchase.	Statutory requirement (Regulation 36) It ensures all those who took place in the process are informed of the final outcome.	Document is formally adopted
Issue Statement of Compliance with the SCI	A Statement of Compliance with the SCI must be prepared for each local development document that reaches the adoption stage, as per PPS 1. The statement will show how Ealing has engaged with stakeholders and the community during the plan making process. The statement will be made available alongside the document to be adopted.	To ensure that that the SCI is being adhered to.	Continuous engagement with all sections of the community in the plan making process is demonstrated.
High Court Challenge	The validity of a DPD can be challenged on limited legal grounds (not within powers conferred by the Town & Country Planning Regulations 2004 or not in compliance with requirements of the Regulations/Act). An application must be made to the High Court within six weeks of the date of advertisement of adoption, asking for the document/part of the document to be quashed.	Statutory requirement	Test of the legality of the document

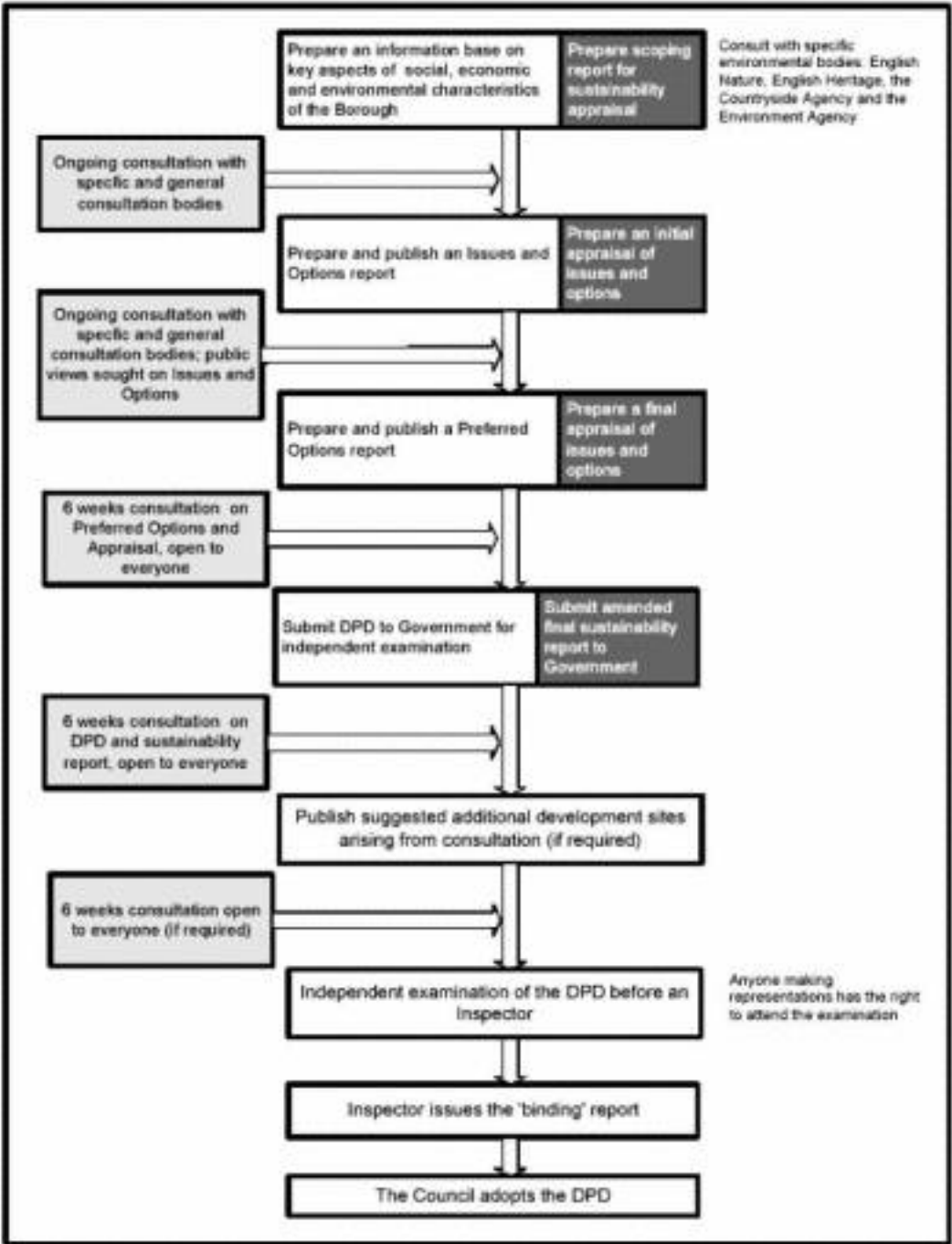
Consultation tool	Method	Why this method	Result
Monitoring and Review	<p>The plan making process will be monitored and reviewed on an annual basis, and reported in the Annual Monitoring Report, to check that all sections of the community are continuously involved in the plan making process. This will be done using customer surveys. The Statement of Compliance produced for every DPD / SPD prior to adoption will be used in the review process, and results of the monitoring and review process will be published alongside the Annual Monitoring Report.</p>	<p>To show that</p> <ul style="list-style-type: none"> a) the SCI is being implemented b) Progress being made on LDS milestones c) Success or otherwise, of LDF policies. 	<p>Plan making process continues to be inclusive and accessible.</p>

How will we consult on Sustainability Appraisals of the Development Plan Documents?

- 4.17** A key aim of the Local Development Framework (LDF) is to contribute to the delivery of sustainable development. (For a definition of sustainable development, see section 2.4 of this document, which refers to the definition in the 2003 Ealing Community Strategy). To ensure that this is achieved, the local development documents prepared as part of the LDF will be subject to an ongoing Sustainability Appraisal (SA) process, incorporating the requirements of the European Union Directive on Strategic Environmental Assessment (SEA).
- 4.18** Sustainability Appraisal is a new requirement under the Planning and Compulsory Purchase Act 2004. The purpose of the sustainability appraisal process is to identify and address the social, environmental and economic effects of the various strategies and policies in a local development document. This process forms a critical element of the Local Development Framework preparation and runs alongside the development of each of the local development documents.
- 4.19** For Development Plan Documents, this process will include:
- 4.20 Step 1** - Prepare a Scoping Report - this will be prepared at stage 1 of preparation of the DPD, in order to ensure that the DPD is developed in line with sustainability objectives. The European Union SEA Directive sets out the consultation requirements. The Council must consult with the Countryside Agency, English Heritage, English Nature, Environment Agency), and other appropriate social and economic consultees as it sees fit.
- 4.21** The Scoping Report will cover the scope of the sustainability appraisal that will be undertaken, the key sustainability issues that are likely to be raised by production of the DPD, and possible options for solutions to these issues. Consultation at this stage helps to ensure that the Sustainability Appraisal will be comprehensive and robust enough to support the development plan document during the later stages of full public consultation and examination.
- 4.22 Step 2** - Undertake the Sustainability Appraisal - the appraisal itself will take place while the DPD is being prepared (the production stage). This will involve developing the Sustainability Appraisal through consultation with relevant stakeholders, at the same time as we are consulting on 'issues and options'. Formal consultation on the Sustainability Appraisal Report will be undertaken during the 'preferred options' consultation stage (stage 2), when the Council publishes its 'Preferred Options' report (the two documents will be released together).
- 4.23** Consultation on the Sustainability Appraisal Report must comply with the requirements of the SEA Directive and requirements for consultation on the plan. The findings of the sustainability appraisal and any consultation responses received will be taken into account by the Council, and the decision-making process for making changes to the DPD arising from these inputs, will be recorded.

4.24 Once the DPD has been adopted, the Council will issue a statement summarising how the Sustainability Appraisal results and consultees’ opinions were taken into account, the reasons for the options chosen (i.e. a particular policy approach or site allocation), and proposals for monitoring, in relation to any recommended changes. The SA Report will be made available to the public and other stakeholders alongside the adopted DPD.

Figure 4.1 The Consultation Process for Development Plan Documents



Source: ODPM

How will we consult on Supplementary Planning Documents?

- 4.25** The aim of Supplementary Planning Documents (SPDs) is to explain and provide more detail on the policies and proposals contained in the Council's Development Plan Documents. For example, Council has prepared a Residential Extensions Supplementary Planning Document, that will provide guidance for homeowners on residential extensions and home improvements. Before the commencement of the Planning and Compulsory Purchase Act 2004, supplementary planning guidance notes (SPG) were regarded as non-statutory documents, and by definition, the procedures for approving them were very much at the discretion of the local Council. Ealing Council's Supplementary Planning Guidance encompassed topics, areas and sites, and carefully followed the statutory procedures, except that they were not subject to a public inquiry into objections. The 2004 Act replaces this approach. The process for preparing SPDs is similar to the process for developing Development Plan Documents, except that the Council does not need to produce a 'Preferred Options' report, and the documents do not have to be submitted to an Independent Examination by an Inspector. SPDs are subject to a Sustainability Appraisal, in a similar way to Development Plan Documents.
- 4.26** The Council is committed to involving the community in the production of Supplementary Planning Documents, although the level and type of involvement will vary according to the document being prepared. Ealing's Local Development Scheme sets out which Supplementary Planning Documents we will be preparing and when consultation on these documents will take place.
- 4.27** The Council will consider all the comments it receives on draft Supplementary Planning Documents and make any changes it feels are appropriate. It will publish a summary of the main issues raised and explain how they have been addressed. That summary will be available on the website and at the Council's Environment Services Customer Reception and local libraries.
- 4.28** The final ("adopted") Supplementary Planning Document will include a statement explaining what consultation has been undertaken and how the Council addressed the issues raised by the consultation, together with a copy of the final Sustainability Appraisal statement.
- 4.29** The flowchart in Figure 3 sets out this process.
- 4.30** Documents purporting to guide the development of sites or areas, but which are not prepared in the context of the SPD procedures, will have little weight in decisions on planning applications (see Section 3.1 on background documents).

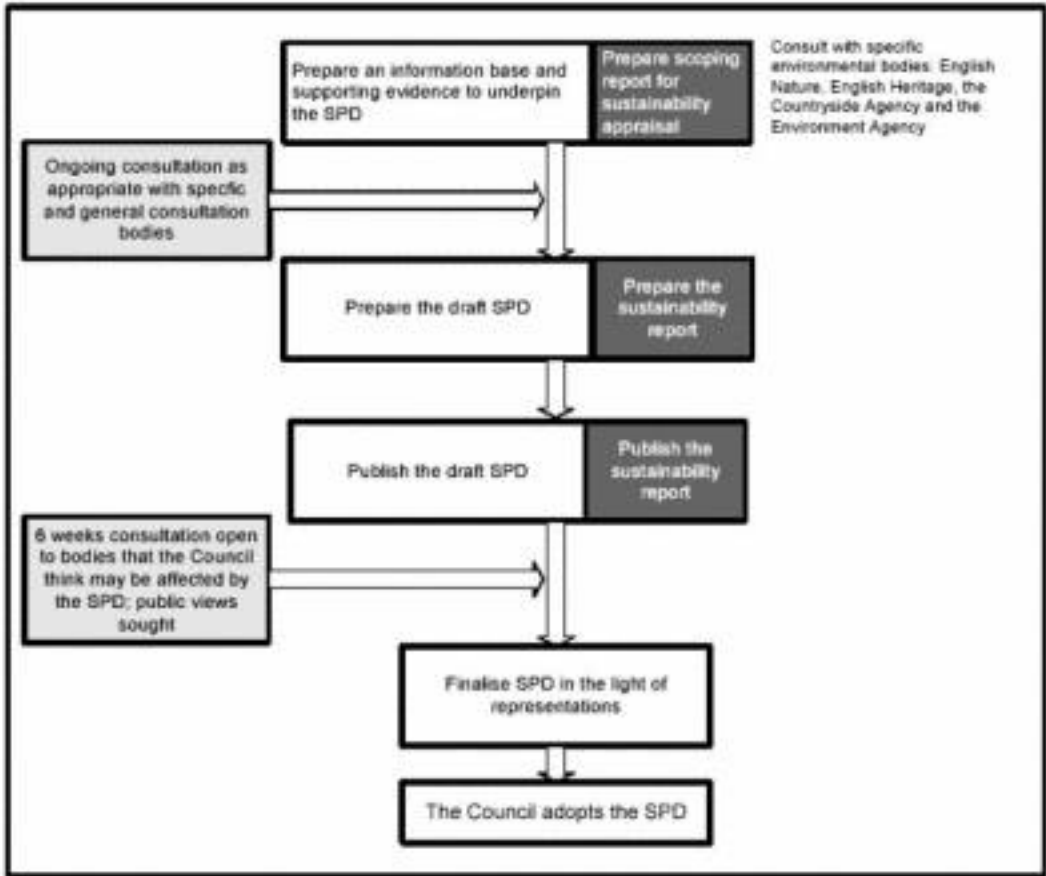
How will we consult on the Sustainability Appraisal of Supplementary Planning Documents?

- 4.31** Sustainability Appraisal of the SPD is an ongoing process, and is also subject to public consultation. This includes:
- The preparation of a Scoping Report - which will be subject to consultation with a number of environmental authorities, as required by the Regulations. This takes

place alongside preparation of the information base and supporting evidence for the SPD.

- A Sustainability Appraisal – which must be undertaken during preparation of the SPD.
- The Council will consult with the public and statutory authorities on the issues and proposed options, as well as the initial SA report.
- Publication of a Sustainability Report - the report will accompany the draft SPD at the formal public participation stage and the public have an opportunity to comment on its content in representations to the Council.

Figure 4.2 The Supplementary Planning Document Consultation Process



Source: ODPM

Please Note: the 6 week consultation period is a maximum, the Regulations prescribe a period of 4-6 weeks.

4.32 The following table sets out the different methods that we use in developing policy documents within the Local Development Framework, broken down by stakeholder group.

Table 4.5 How we will involve different stakeholders in the preparation of Local Development Documents

Stakeholders	Local Development Documents				Method
	Core Strategy DPD	Site Specific Designations and policies (Sites Allocations DPD)	Development Plan Documents	Supplementary Planning Documents	
Adjacent Local Planning Authority	✓	✓	✓	✓ Where appropriate	Letter / email, questionnaire / survey, joint working groups
Business Community	✓	✓	✓	✓ Where appropriate	Ealing website, Ealing Gazette or other media, business newsletter/magazine, local forums e.g. Chamber of Commerce, LSP/Sustainability Forum, leaflet / brochures, formal written consultation, focus groups, email, exhibition
Community & Voluntary Groups	✓	✓	✓	✓ Where appropriate	Ealing website, Ealing Gazette or other local media, meetings of local forums, LSP/Sustainability Forum, leaflet / brochures, formal written consultation, focus groups, email, exhibition, 'Around Ealing' Council magazine
Councillors	✓	✓	✓	✓	Cabinet LDF Committee, Area Committees, Cabinet, Council Members Training

Stakeholders	Local Development Documents				Method
	Core Strategy DPD	Site Specific Designations and policies (Sites Allocations DPD)	Development Plan Documents	Supplementary Planning Documents	
Developers / Land owners	✓	✓	✓	✓	Ealing website, Ealing Gazette or other local media, local forums, email, leaflet / brochures, formal written consultation, focus groups, exhibition, 'Around Ealing' Council magazine
Hard to Reach Groups	✓	✓	✓	✓	Each DPD/ SPD will have its own identified 'hard to reach groups'. The consultation will be tailored to meet their needs. See Table 1 for further information.
Internal Departments	✓	✓	✓	✓	LDF contact group, LDF steering group, email distribution, intranet, Officer training
Local organisations	✓	✓	✓	✓	Ealing website, Ealing Gazette and other local media, local forums, LSP/Sustainability Forum, leaflet / brochures, formal written consultation, focus groups, email, exhibition, 'Around Ealing' Council magazine
Local Strategic Partnership	✓	✓	✓/NA	NA	LSP/ Sustainability Forum, meetings, questionnaires / surveys
National / Regional Organisations	✓	✓	✓	✓ where appropriate	Formal written consultation, questionnaires, Ealing website

Stakeholders	Local Development Documents				Method
	Core Strategy DPD	Site Specific Designations and policies (Sites Allocations DPD)	Development Plan Documents	Supplementary Planning Documents	
Residents	✓	✓	✓	✓	Ealing website, Ealing Gazette and other local media, meetings of local forums/residents associations, leaflet / brochures, formal written consultation, focus groups, exhibitions, information held at community buildings e.g. Councils Customer Services Centre, libraries. written notification of site proposals for Sites Allocation DPD, 'Around Ealing' Council magazine
Residents Panel	✓ where appropriate	✓ where appropriate	✓ where appropriate	NA	Questionnaire, local forum
Statutory Consultees	✓	✓	✓	✓	Letters / email, Ealing website
Visitors	✓	✓	✓	✓	Ealing website, information held at community buildings e.g. Councils Customer Services Centre, libraries.

- 4.33** More detail on appropriate methods for engaging with those sections of the community that the Council finds it difficult to reach out to, are set out in Table 1 in Section 2.

How will we report back on consultations on Local Development Documents?

- 4.34** This section of the SCI sets out how Council will deal with representations which are received from the community during the preparation of local development documents. It also sets out how we will report back on changes made as a result of any community involvement.
- 4.35** Ealing Council recognises that an essential element of public participation is feedback to those who respond, reporting back on the outcomes resulting from their input. The Council is committed to informing the community about the results of consultation.
- 4.36** Results will be communicated in a timely manner, however the actual period of time between the event and reporting back will vary, depending on the complexity, scale, and interest associated with the consultation programme. The Council will aim to publish the results within 2-3 months of the close of the consultation period, before the political reporting process (for adoption of supplementary planning documents or submission of development plan documents to examination) is complete.
- 4.37** Discussions with key stakeholders will form the basis for drafting development plan documents for the consultation period. All stakeholders involved in these discussions will be notified of the availability of the draft document on the date that the consultation period commences.

Feedback on Consultation on Local Development Documents

- 4.38** Following each public consultation stage, the Council will respond to the representations received in the following ways:
- Allocate each respondent a unique reference number and log the representation in a database.
 - Write/email to each respondent to acknowledge receipt of their representations.
 - Give full consideration to all of the representations received and engage in further discussions where this will assist us in developing the Development Plan Document. The Council may contact consultees where necessary to clarify any points raised.
 - Investigate any issues, options and points raised by the consultation process.
 - Prepare a report summarising the representations received, and the Council's response to these. The report will be considered by the Cabinet Member for Regeneration and Economic Development, and by the Cabinet Local Development Framework Committee. It will also be made available on the Council's website (www.ealing.gov.uk/planpol) and at the Council's Environment Services Customer Reception, and in all borough libraries.
 - Notify all consultees by either email or letter, to explain where and when the report on the outcome of the consultation process will be made available. All consultation

response forms will include an option to receive the report by email or to be sent to a postal address.

5 Community Involvement in Planning Applications and Enforcement

How will we consult on Planning Applications?

- 5.1** This section sets out what types of community involvement are appropriate for which types of planning application (i.e. applications for full or outline permission, Lawful Development Use Certificates, Conservation Area consents, Listed Building consents and Advertisement consents), and at which stage in the application process, (i.e. pre-application, application and post-application). The level of consultation that will be required will vary from application to application, depending on the scale and nature of the development, and the extent of the impact of the development on the community.
- 5.2** The limits of the Council's resources, the needs and aspirations of local community groups and the statutory timeframes for assessing planning applications will need to be taken into account in determining the level of consultation. The nature of the consultation required will usually be better defined following discussion with planning officers at the pre-application stage.

Table 5.1 Range of methods available for involving the public in Planning Applications

Consultation Method (for Applicants or Service)	Application Stage (Pre-Application, Application, Post-Application)	Strategic Applications/Major Applications (Full or outline permission)	Local Business and Residential Applications	Householder Applications, Listed Buildings, Conservation Area Consents
		More than 10 units or 1000 sq.m	Less than 10 units or 1000 sqm	
Pre-Application meetings	Pre-Application	✓ Advisable/Where appropriate	✓ Where appropriate	✓ Where appropriate
Formal consultation letter	Application/ Post Application	✓	✓	✓
Ealing Planning Services Website	Pre-Application/ Application	✓	✓ Where appropriate	✓ Where appropriate
Duty Planner	Pre-Application/ Application	N/A	N/A	✓ Where appropriate
Public exhibitions	Pre-Application/ Application	✓ Where appropriate	✓ Where appropriate	N/A
Public meetings	Pre-Application/ Application	✓ Where appropriate	✓ Where appropriate	N/A
Planning Committee	Application	✓ Public speaking where appropriate	✓ Where appropriate	N/A
Community Events	Pre-Application/ Application	✓ Where appropriate	N/A	N/A

Consultation Method (for Applicants or Service)	Application Stage (Pre-Application, Application, Post-Application)	Strategic Applications/Major Applications (Full or outline permission)	Local Business and Residential Applications	Householder Applications, Listed Buildings, Conservation Area Consents
Planning Surgeries – drop-in events where people can discuss issues of concern with qualified planners	Pre-Application/ Application	✓ Where appropriate	✓ Where appropriate	N/A
Workshops	Pre-Application/ Application	Generally suitable for very large schemes	N/A	N/A
Questionnaires	Pre-Application/ Application	✓ Where appropriate	N/A	N/A
'Around Ealing' Ealing Council's Monthly Magazine	Pre-Application/ Application	✓ Where appropriate	Where appropriate	N/A

5.3 The term 'where appropriate' is used when the local planning authority will need to judge the value of the consultation method on a case by case basis.

What role do applicants have to play in the consultation process?

- 5.4** It is very important that applicants engage with the Council at the pre-application stage. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable, and to clarify the format, type and level of detail required to enable the authority to determine an application. The Council strongly encourages developers to engage with the community at the pre-application stage. This ensures that the proposal benefits from community views from the beginning of the planning process. It may also reduce objections made later in the process.
- 5.5** The applicant will be advised by the Council to undertake consultation with the community in a form and to a level that is appropriate to the scale of development proposed. Pre-application discussions with the Council will help to establish the level of consultation that the Council considers suitable, in line with the guidance outlined in this document. This will help to identify key issues at an early stage. The Council may liaise with umbrella community groups/forums to assist the Council in identifying the appropriate groups with which the applicant should communicate.
- 5.6** Where an applicant holds discussions with community groups or individuals during the pre-application stage, they should inform these same people of the submitted proposals. This will allow those consulted to be aware of any changes, or lack of changes, as a result of their discussions.
- 5.7** On many small scale applications, the applicant will not need to undertake pre-application consultation with the community. The consultation process undertaken by the Council will be sufficient.
- 5.8** When significant developments are planned, it is important that the Council can discuss these fully with the applicant and the developer before the application is submitted. In some cases the application will be so significant that the Mayor of London and/or the Government Office for London (on behalf of the Secretary of State) may also wish to be informed of the proposal. It should be noted that the Secretary of State is unable to discuss the merits of any scheme at pre-application stage, nor can the Secretary of State be involved in any post application meeting. This is because of the quasi-judicial role of the Secretary of State in the planning process.

How will we assess pre-application consultation undertaken by applicants?

- 5.9** The extent to which pre-application consultation undertaken by a developer can be taken as contributing to any requirements of the SCI will depend upon a number of factors, including:
- The extent and scope of pre-application discussions held with the Council and the community;
 - The extent to which the developer has consulted with the community in accordance with the Council's recommended approach;

- How transparent and inclusive the process of consultation has been;
- The submission of a 'consultation' supporting statement with the application setting out the degree to which potential problems and possible public objections, which were identified at the initial pre-application stages, have been addressed.

5.10 It should be noted that any pre-application consultation undertaken by the applicant is not a substitute for the statutory consultation that will be undertaken by the Council following the submission of a planning application.

How will we publicise planning applications that we receive?

5.11 Publicising planning applications is important because it gives people a chance to comment on proposals that may affect their quality of life in the future. This section sets out how the Council will provide the opportunity for residents and businesses to comment on proposed developments that may have an impact on them.

5.12 The sort of publicity that is appropriate for each application will depend on the type of application. The Council will determine what is appropriate in each case, subject to the statutory minimum requirements for consultation as set out in the Town and Country Planning (General Development Procedure) Order 1995 and in any other relevant Order or Direction (including amendments).

Notification by Letter

5.13 Consultees (neighbours and other parties who may be affected by a proposal) will be notified of planning applications by letter, giving them 21 days, or for English Nature 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area⁴, in which to comment to the Council. This period starts from the date of the letter of notification). Consultees (neighbours and other parties who may be affected by a proposal) will be notified of planning applications by letter, giving them 21 days, or for English Nature 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area^(v) in which to comment to the Council. This period starts from the date of the letter of notification^(vi). A period of 14 days is given in the case of re-notification, e.g. as a result of amended plans). Any comments made will be considered by the Council when it assesses the application. Any representations which are received by the Council will be acknowledged but correspondence will not be entered into. Anyone who makes representations to the Council will also be notified of the final decision on the application.

5.14 To ensure a consistent approach to consultation on planning applications, the Council has prepared a Code of Conduct on neighbourhood notification. This code is included at Appendix 2.

v In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

vi For statutory consultees, this period starts from the date that the consultee receives all the information that they need to provide a substantive response.

Site Notices and Public Notices in the Press

- 5.15** Certain applications will require wider notification than that which can be provided by letters to neighbours. In these cases, further advertisement of the proposed development may be undertaken through site or public notices.
- 5.16** In these cases, when a planning application is received, a site notice will be placed on or close to the application site, advertising the details of the proposed development. Site notices are displayed for at least seven days and people have 21 days to respond, in a similar manner to written notification. (We have a statutory duty to display site notices for certain applications, those that fall within the categories of; Major Developments, Listed Buildings and Conservation Areas, in accordance with the Regulations, although some wider interest applications which are not subject to these regulations, may also be advertised in this way). The current practice is that public notices are published on a Friday, in the Ealing Gazette, and that site notices will be erected by the Friday that the application is advertised in the newspaper.

Notification on the Planning Services Webpage

- 5.17** The following information is available on the Planning Services website:

- 5.18** <http://www.ealing.gov.uk/services/planning/planning+services/default.asp>

- A weekly list of all applications received by the Council, together with a search function for accessing earlier applications.
- A list of applications to be considered at the next Planning Committee (the Committee Agenda), together with the officer reports that will be considered at Planning Committee.
- A weekly list of all applications determined under delegated powers (those applications not heard by the Planning Committee).
- A list of all the planning notices placed in the local newspaper.

- 5.19** Other helpful information included on this website:

- A glossary of planning terms (which will explain technical planning terms that may be in an application)
- Frequently asked questions and answers on various aspects of the planning process.

How can you find out more about individual planning applications?

- 5.20** As indicated above, the Council publishes a weekly list of all planning applications that it receives. This list is available:

- via the internet
<http://www.ealing.gov.uk/services/planning/planning+services/default.asp>
- by weekly email alert (on request)
- by weekly post (there is a charge for this service)
- in hard copy, to view at the Council's Customer Service Centre, Perceval House.

- 5.21** Community groups can register to receive the weekly email alert or post service.
- 5.22** If you want to find out more about a particular application that you have heard about, planning files, including maps and proposals, can be viewed at the Planning Services Desk of the Council's Customer Service Centre, Perceval House Uxbridge Road. The Council holds information on both current and historical applications, so, if you need to, you can find out what development has been approved in the past as well as looking at applications currently under consideration.
- 5.23** The office holds a register of current planning applications, and can provide guidance and information on what types of development need planning permission, what happens to planning applications once they are received, and also has information about Conservation Areas, Listed Buildings and Appeals.
- 5.24** A duty planner is on hand to answer any enquiries that cannot be dealt with by the Customer Services staff. This service is currently available during the hours of 8.30am to 5.00pm, Monday to Friday.

How will we deal with your letter of objection?

- 5.25** If, after having considered the information provided, you choose to make comments on a planning application, the Council will deal with this in the following manner.
- 5.26** Firstly, a letter will be sent to you, acknowledging that your comments have been received. The case officer will consider these objections as part of the assessment of the application. The officer will then prepare a report on the application, which will include a summary of representations that have been received, and the Council's response to those issues. This report will be available for the public to view. If the application is to be considered by the Planning Committee the report can be downloaded from the Council's website. Planning reports being considered at Planning Committee will be available on the Council's website when the relevant Agenda is posted on the website. Where a case is to be considered by the Planning Committee, the Council will write to anyone who has made representations to advise them of the date of the Committee meeting, and to inform them how they can address the Committee.

What is the consultation process for amendments to planning applications?

- 5.27** Where amended plans are submitted in respect of a planning application under consideration by the Council, consultees may be re-notified depending on the scale and nature of the amendment. The following section sets out the notification procedures on amendments.

Significant Amendments to Planning Applications

5.28 Where a major amendment is submitted, all neighbours that were consulted on the original application, and relevant consultees (including any additional consultees that might be identified), will be notified by written letter. Site notices and press notices will not, however, be repeated. A new 14 day consultation period will commence from the date of the notification letter, and details of the amended application will be updated on the Planning Services website. Please note that the consultation period for amendments is shorter than the 21 day consultation period when the application is first publicised.

Post-Decision: Minor Amendments to Planning Applications

5.29 The Council has an established Code of Practice for Minor Amendments to Planning Permissions that have already been granted planning permissions. A definition of 'minor amendment' is included in the Glossary. This Code sets out how Ealing's Planning Services will consider minor amendments, so that applicants and their agents, as well as other interested parties, including neighbours, can understand the basis for any decision. A copy of this code is reproduced in Appendix 4. Neighbours will not be notified of minor amendments. If a proposed minor amendment does not meet the criteria set out in the Code of Practice, a revised application will be invited and, when submitted, neighbours will be notified in accordance with the procedures set out in this document.

How do we determine planning applications?

5.30 The decision whether to grant a planning application can be decided by either:

- a. the Planning Committee, or
- b. under delegated authority by a senior officer.

5.31 Authority has been delegated to senior planners, the Head of Service and Teams Managers; the level of authority depends on the nature and complexity of the application.

Decisions made by Planning Committee

5.32 The majority of applications are determined by officers under delegated powers, but some are determined by the Planning Committee. The Planning Committee is a group of elected Members who currently have meetings on a three-weekly cycle to determine applications that are complex and/or controversial in nature, for example:

- Large scale applications (known as major applications), which are generally more than 2000 sqm office or retail floorspace, or more than 5000 sqm

industrial/warehouse floor space, and/or over 25 residential units/or 0.5 ha residential development).

- Applications which do not comply with the policies in the adopted UDP (a departure application).
- Applications which have been requested to be heard by the Chair of the Committee.
- Applications for deemed consent (the Local Authority is asking itself for permission)
- Applications which have received objection(s) from a Conservation Area Panel, Local Amenity Groups and/or Residents Associations.
- Applications made by statutory consultees, which have been recommended for refusal.

5.33 At Planning Committee, the Members are provided with a report prepared by the planning case officer, which gives details of the proposed development, any objections which have been received, an assessment of the proposal (including consideration of relevant UDP policies) and the Council's recommended decision to refuse or grant. Conditions or reasons for refusal are also included in the report, as are details of any Legal Agreement where required. The report is then considered by the Committee and a decision made to grant or refuse permission.

5.34 The Council gives a limited opportunity for public speaking at this Committee. Anyone who has commented on an application has the right to request to speak against an application at the relevant Committee meeting but, due to the heavy agenda schedule and resultant time constraints, only one person will be given this right. If more than one person or group requests to speak to the Committee, the Council will normally request that the various individuals or groups elect a representative to speak on their behalf. If the various interested parties cannot decide amongst themselves, then the Council will use a lottery system to determine who will be given the right to speak. This person must register their intention to attend the Committee meeting with the Committee Clerk by 5pm, two working days before the date of the Committee meeting. If a person speaks against an application, the applicant has a right to respond. The Committee Agendas, Reports and Minutes are available to view online at: <http://www.ealing.gov.uk/services/planning/planning+services/default.asp>

5.35 Following the Committee meeting, the Council will write to anyone who has made representations on an application, to inform them of the decision.

Decisions made by Officers

- Where there are more straightforward issues to consider, decisions can be made by Planning managers within the service, without reporting the case to the Planning Committee. For these cases, powers to decide the application have been delegated to the Head of Service, Managers and senior officers.

5.36 Where objectors have made comments on applications that have been determined by delegated decision, objectors will be informed of the decision by written letter.

How can the community find out about Planning Appeals?

5.37 If applicants are not happy with a decision (or lack of a decision) made by the Council, they have an opportunity to make an appeal to the Planning Inspectorate. Appeals can be made which relate to the Council's decision to refuse planning permission or other type of consent, to grant planning permission subject to conditions, or on the Council's failure to determine an application within the statutory period. Applicants will be required to make any appeal within a six month period from the decision date on their application, or in the case of a decision not being made within the appropriate time frame, the statutory expiry date of the application. Everyone who was consulted on the original planning application will be advised that an appeal has been received, and told how they can make their views known to the Inspectorate. The appeal process falls under the responsibility of the Planning Inspectorate, and public involvement in this process is governed by the Inspectorate.

5.38 Notifications of planning appeals are made in accordance with the statutory requirements. Notification is made to:

- All the people notified of the original planning application;
- Any persons who have made representations on the planning application;
- All ward councillors;
- Internal and external consultees; and
- The Chair of the Planning Committee.

5.39 Appeal decisions are available for the public to view as part of the public register, available at the Planning Services counter of Council's Customer Service Centre. Any persons who objected to the original application, will be sent a copy of the appeal decision by the Planning Inspectorate.

How can you get involved in the enforcement of planning decisions?

5.40 One of the most important roles of the Planning Services Department is to ensure that the borough's planning policies are being upheld. The Planning Enforcement Team investigates possible breaches of planning control and takes action in the interest of public amenities.

5.41 When a planning breach is reported, an enforcement officer will visit the property within a certain time frame and assess whether the development is in breach of planning control. The investigation will establish what the most appropriate course of action should be. Sometimes no action is necessary, and often the complaints we receive concerning planning control matters can be resolved without the need to resort to formal enforcement action by the Council.

5.42 The decision to take formal enforcement action is discretionary and must be well founded. The Council has to decide whether it is appropriate and in the public interest to take formal action, following a complete investigation into an alleged breach. Any enforcement action that the authority decides to take is in line with the seriousness of the breach of control it is intended to remedy.

5.43 Breaches of planning control include:-

- An enforcement notice has been served, which is being ignored;
- An advertisement is displayed in contravention of the Advertisement Regulations.
- Building work or a material change of use has taken place without planning permission;
- Demolition of a Listed Building, or a Building in a Conservation Area has taken place without the appropriate consent;
- Development has received planning permission, but the work is not being carried out as shown on the approved plans; or in breach of the planning conditions;
- Failure to comply with the terms of a Legal Agreement (s106 Agreement);
- Removal of protected trees and hedgerows without permission to do so;
- Works affecting Listed Buildings and buildings in Conservation Areas without permission;
- Untidy land.

5.44 The enforcement powers available to local planning authorities are as follows:

- the power to serve a 'planning contravention notice' (PCN) where it appears that there may have been a breach of planning control. In effect, this notice enables the local planning authority to obtain information. It is optional to serve a PCN before considering whether to issue an enforcement notice, or to take other appropriate enforcement action.
- the power to issue an enforcement notice, requiring steps to be taken to remedy the breach of planning control within a given period. There is a right of appeal to the Secretary of State.
- the power to serve a stop notice. This may be served when an enforcement notice is served, or afterwards (but before the related enforcement notice has taken effect). There is no right of appeal to the Secretary of State, but the validity of a stop notice, and the local planning authority's decision to issue a notice, may be challenged by applying for judicial review to the High Court. The local planning authority may be liable for compensation if the serving of the stop notice is found to be inappropriate.
- the power to serve a 'breach of condition notice' where there is a failure to comply with any condition or limitation imposed on a grant of planning permission. This may be served on its own, or in addition to an enforcement notice. There is no right of appeal to the Secretary of State, but the validity of the notice, or the validity of the local planning authority's decision to serve it, may be challenged by application to the High Court for judicial review.

Community Involvement in Planning Applications and Enforcement

- the ability to seek an injunction, in the High Court or County Court, to restrain any actual or expected breach of planning control.
- the Planning and Compulsory Purchase Act 2004 introduces the power to issue temporary stop notices, without the need to serve a contemporaneous enforcement notice.

5.45 If a member of the public suspects a breach in planning control, they should inform the Planning Enforcement Team at Ealing Council. They can be contacted on the Planning Services general enquiries number 020 8825 6600 or by email: enforcement@ealing.gov.uk. Alternatively you can raise the issue through the duty planner who is available at the Council's Customer Service centre in Perceval House, Uxbridge Road during office hours.

5.46 On contacting the Enforcement Team you will be asked to provide the following information:-

- a. The address or detailed location of the site
- b. Precise details of the alleged breach
- c. The impact of the development on your living conditions
- d. When the alleged breach started/took place (can be approximate)
- e. The nature of any building work/uses of the property
- f. Current and previous uses of the property
- g. Names, addresses, telephone number of persons involved, e.g. owner, occupier, interested party (if you know this)
- h. Your name, address and contact number (anonymous complaints are not investigated)

5.47 Your contact details are requested so that you can be kept informed of progress on the investigation but they are not passed on to the people involved in the alleged breach.

5.48 Once the issue has been investigated there may be cause to take enforcement action. If there is, then the case officer writes a report. The report details the alleged breach(es), the planning history of the site, the type of notice that should be served and the action that should be taken to remedy the planning breach. This report is initially reviewed by the Legal Department for their comments and then reviewed by a senior officer with delegated powers, or Planning Committee, for their agreement to instruct the Legal Services Department to serve the notice. The approved reports are available for inspection at the Council's offices on request.

5.49 The Council has a duty to keep a register of all stop notices, breach of condition notices and enforcement notices, which is available for the public to view by prior appointment at the Planning Services Counter of the Council's Customer Service Centre, Perceval House.

How can communities get involved in Legal Agreements associated with Planning Approval?

- 5.50** For some planning applications, the Council may enter into a legal agreement with the developer. This may be necessary in order to address those impacts of the proposed development, which cannot be dealt with by planning conditions. The Council's powers are set out in section 106 of the Town and Country Planning Act 1990. The agreements are more commonly known as s106 agreements, planning agreements or planning obligations. They are private agreements negotiated between the planning authority and the developer or persons with an interest in the piece of land. They can be unilateral undertakings made by a developer. Government Circular ODPM 05/2005 provides guidance on planning obligations.
- 5.51** Legal agreements can prescribe the nature of a development, for example by requiring the developer to provide a proportion of affordable housing. They can secure a contribution from a developer to compensate for loss or damage as a result of the development, e.g. loss of open space. Legal agreements are often used to mitigate the impacts of a development, for instance through the provision of increased public transport, education or health facilities in the area.
- 5.52** If a pre-application discussion is held, it will be desirable to consider if a legal agreement would be appropriate. This will mean that proper consideration will not be constrained by the timescales and targets imposed when a planning application has been submitted. In so far as there is community involvement at this stage, it will include any matters concerning legal agreements.
- 5.53** In formulating a legal agreement, it is important to get the right balance between the imperatives of sufficient confidentiality, so that effective negotiations can take place between the Council and the applicant, and appropriate transparency so that the outcomes are subject to proper accountability to the affected communities.
- 5.54** Where the approval of a planning application would have a social impact (i.e. it is classified as a strategic application and the impact is indicated in the developer's social impact statement), the Council will notify Ealing Community Network and any relevant 'specific consultation body' for comments on what sort of contribution, if any, would be necessary to mitigate the social impact.
- 5.55** It will also be open to any individual or organisation to comment on the desirability of a legal agreement in relation to a planning application, during the consultation period in respect of the application.
- 5.56** The subjects to be covered in a legal agreement are set out in a table called the 'Heads of Terms' of the legal agreement. When the Heads of Terms have been agreed with a developer, they will be included in the recommendation in the planning officer's report on the application. If a decision is made to grant permission subject to a s106 agreement, the Heads of Terms will form the basis for the first draft of the agreement, which is placed in the public planning register.

Community Involvement in Planning Applications and Enforcement

5.57 When the decision has been made, notification will also be given to Ealing Community Network, to relevant consultation bodies and to any individual or organisation, if they have submitted comments on matters relating to a legal agreement during the planning application consultation period, and have indicated that they wish to be kept informed of s106 matters.

5.58 If the legal agreement provides for payments to the Council, further notifications to the above parties can be made on request:

- a. when the first contribution is made. (This will include a schedule of the arrangements for further contributions, and, any arrangements for further consideration of how particular contributions are to be spent. Comments will be invited on the spending of such contributions, within the terms of the legal agreement.)
- b. information on the details of how the particular contributions are to be spent, as soon as this decision has been made.
- c. if a variation to the terms of the agreement is proposed. Comments will be invited on the variation.
- d. information on the agreed variation to the legal agreement, as soon as this decision has been made.

5.59 Please note that the first payment (referred to in clause (i) above) may be some years after the agreement is completed, if, for example, the payments are linked to commencement of the development.

5.60 Copies of completed section 106 agreements in Ealing is maintained by Council officers on the planning register, and individuals and agencies can inspect this on request.

How can you get involved in Conservation Area designations?

5.61 The Council has a duty to review its Conservation Areas from time to time, to prepare character appraisals, and to give special attention to planning applications for development in Conservation Areas. A Conservation Area is an area of special architectural or historic interest, which has been designated by the Council to help preserve and enhance its character and appearance. Conservation Area Consent is required for the demolition of a building, or the greater part of a building, in a Conservation Area. Consent is unlikely to be granted if the building contributes to the character or appearance of the area.

5.62 As well as the normal planning and building controls that affect all properties, there are some extra controls which apply in Conservation Areas for applications for demolition, alterations and extensions, advertisements and trees. There are additional controls in certain Conservation Areas where Article 4 Directions are in force, requiring a planning application to be made for work which would otherwise have been permitted development.

5.63 Conservation Areas are surveyed and reviewed every 5-10 years to decide whether new areas should be designated, existing areas extended, and which if any, should have their Conservation Area status removed. Local people can get involved in the process in the following ways:

- Talk to local elected members - who will then contact the Council's Conservation officers
- Contact the Ealing Council Conservation Team directly
- Join a local civic/historical association e.g. Ealing Civic Society

5.64 Requests by the public for new and/or extended Conservation Areas are held until the next review. During the course of a review, local residents, businesses and amenity/community and voluntary sector groups (stakeholders) and organisations will be engaged in the process in a variety of ways including:

- Consultation of all owners of buildings in the areas recommended for designation;
- Consultation of all amenity groups, and other groups having an interest in the areas affected by the review;
- Notification of the review on the Council's website and in a press release;
- A public meeting with local residents and interest groups in the area/areas affected by the review.

5.65 The Conservation Team is part of Ealing's Planning Services Department. They can be contacted to discuss current and future designations, and for advice on development proposals in Conservation Areas.

6 Preparing the Statement of Community Involvement

Has there been community involvement in the SCI?

- 6.1** As a document about community involvement and participation, the Statement of Community Involvement has been subject to a community consultation process, which is set out in the regulations. The draft SCI was subject to a period of pre-submission public participation, which began on 24 June and ended on the 23 September 2005.
- 6.2** The Council considered the responses and feedback received, and made a number of changes to the document. The Council then submitted the SCI to the Secretary of State. The representations received during this period were considered by an independent Inspector at a written examination, which took place in April 2006. The Inspector assessed the SCI against the 'tests of soundness' set out in paragraph 3.10 of PPS12 Local Development Frameworks. Following the Inspector's report, which was binding on the Council, the SCI was updated to reflect the Inspectors recommendations and then formally adopted by Full Council on 20 June 2006.
- 6.3** The Council must comply with the general duty in the Race Relations (Amendment) Act 2000 to promote race equality. This means that Council must have due regard to the need to eliminate unlawful racial discrimination and promote equality of opportunity and good relations between persons of different racial groups. The Council also has a duty to comply with the Disability Discrimination Act (DDA) 1995, as amended by the DDA 2005. This places a duty on those responsible for providing a service to the public not to discriminate against disabled people and to make reasonable adjustments to the way they deliver their services so that disabled people can use them to the full. By virtue of the DDA 2005, public authorities must work to eliminate discrimination against disabled people. The Council also has responsibilities under the Data Protection Act 1998, with respect to the information that it holds in the LDF consultation database. Council's policy on data protection is set out on our website at: www.ealing.gov.uk/council/data+protection.

Who will make the Council comply with its SCI?

- 6.4** When preparing a development plan document (DPD) or assessing a planning application, the Council must be able to demonstrate that it has followed the consultation procedures set out in the SCI. A 'Statement of Compliance' must be prepared and submitted for each development plan document that is produced. This statement will demonstrate how the production of the DPD has complied with the standards in the SCI. The Inspector will consider this Statement at the examination stage, and make a ruling as to whether the document is 'sound' in this respect.

- 6.5** The Council will be required to demonstrate that the consultation processes set out in the SCI have been followed when preparing any other Local Development Document or assessing major planning applications. If this is not demonstrated satisfactorily, the Local Development Document will have to be withdrawn and a major planning application will potentially be capable of being challenged.

How can I complain if the Council doesn't comply?

- 6.6** You can make a complaint about the Planning Service (either Development Control or Planning Policy) by:

- **Telephone or email** - contact the relevant service, Development Control: 020 8825 6600 or Planning Policy: 020 8825 5428. You can also phone the main switchboard on (020) 8825 5000. If you have hearing difficulties and have a text phone, call the Council's minicom line on (020) 8825 6543.
- **In writing** - write to the relevant service, contact details are provided at the end of this document.
- **In person** - visit the main reception of Perceval House, 14/16 Uxbridge Road, Ealing W5 2HL, open weekdays from 8.30am to 5pm.

6.7 What we will do

- 6.8** We will quickly and thoroughly investigate your complaint. Wherever possible we will do this within 24 hours. If we cannot do this, we will write to you within four working days. We will inform you who is dealing with your complaint, their phone number and when you can expect a reply.

- 6.9** We aim to give a full reply within 10 working days of receiving your complaint. If it will take longer we will keep you updated on our progress.

6.10 What if I am not satisfied?

1. Contact the Head of Service and ask for your complaint to be investigated.
2. If you are still unhappy, contact the Director of Services to Communities and ask for your complaint to be reviewed.
3. If you are still dissatisfied, you can write to the council's Chief Executive, Darra Singh, Ealing Council, 5th Floor, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL, or email him at mallabub@ealing.gov.uk. You can also approach your ward councillor or MP.

6.11 Taking it further

- 6.12** If your complaint/appeal relates to a request for information under the Freedom of Information Act 2000 please contact the Information Commissioner:

Information Commissioner,
Wycliffe House, Water Lane,

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Wilmslow, Cheshire,
SK95AF
Tel: 01625 545 745,
Fax: 01625 545 510

- 6.13** For any other complaint- if you are unhappy with the Chief Executive's reply, you can ask the Local Government Ombudsman to investigate. The Ombudsman may not investigate your complaint unless you have made the complaint to the Council first. Contact:

Tony Redmond, Local Government Ombudsman,
Millbank Tower, Millbank,
London SW1P 4QP,
Tel: (020) 7217 4620,
Fax: (020) 7217 4621

6.14 Judicial Review

- 6.15** The general public does not have the right to appeal against planning decisions. The only way to challenge a decision made by a local authority is through the process known as judicial review. Judicial review is a process for challenging the administrative decisions of public authorities.
- 6.16** You can apply to the High Court for a judicial review of a decision. Your application must be made within three months of the date that you were informed of the decision made by Ealing Council. For decisions made after public inquiries the courts have ruled that a tighter six week time limit should apply.

What resources will we need to implement the SCI?

- 6.17** Where possible, the Council will co-ordinate consultation efforts with other divisions of Council, and will phase consultation on the various local development documents to run at the same time, in order to reduce demands on the community, and to make best use of the Council's resources. Ealing Council will also work with Ealing Community Network where possible, to co-ordinate consultation and communication exercises with the voluntary and community sector.
- 6.18** Ealing's Local Development Scheme (LDS) sets out the timetable for production of the various documents that make up the Local Development Framework. Consultation processes must fit within the deadlines set out in the LDS. These commitments have been agreed with the Secretary of State, and must be complied with in order to secure Ealing's Planning Delivery Grant allocation.

- 6.19** The scale of the consultation undertaken will therefore reflect the resources available for the consultation process in terms of staff resources and funding, as well as the timeframes set by our LDS. The resources available will be set through the Council's budgeting processes. Most of the consultation work on the LDF will be the responsibility of the Planning Policy and Development Advice Section.

How will we keep the Statement of Community Involvement up to date?

- 6.20** The Council is committed to community involvement, and will monitor performance, based on feedback from stakeholders, community/voluntary groups and the general public. Experience of community involvement elsewhere will also be examined. The Council will work to establish best practice, using the range of techniques set out in the Statement of Community Involvement. It may be that the Statement of Community Involvement itself will need to be altered in due course. When this is required, the Council will put this forward in its Local Development Scheme, with timetables for the necessary work. The Council will ensure that proposals are brought forward based on clear evidence, and in compliance with statutory procedures and associated guidance.

Where can you go for further information?

- 6.21** Planning Policy and Development Advice Section (Local Development Framework)

Ealing Council
Perceval House
14/16 Uxbridge Road
London W5 2HL
020 8825 5428
planpol@ealing.gov.uk

- 6.22** Town Planning Services (Development Control)

Ealing Council
PO Box 14941
London
W5 2YP
020 8825 6600
planning@ealing.gov.uk

- 6.23** Customer Service Centre Opening Hours: Mon-Fri, 8.30am-5pm

Perceval House
14/16 Uxbridge Road
Ealing
W5 2HL

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020 8825 5109

6.24 Planning Aid for London is a voluntary planning organisation which provides information, training and assistance on a range of planning issues. Free, independent advice is available to community groups. Contact details are provided below:

6.25 Planning Aid for London www.planningaidforlondon.org.uk

Unit 2
11-29 Fashion Street
London
E1 6PX
Tel. 020 7247 4900
Info@planningaidforlondon.org.uk

Appendix 1 Glossary of Terms

Table 1.1 Glossary

The Act	The Planning and Compulsory Purchase Act 2004.
Annual Monitoring Report	Part of the Local Development Framework , the Annual Monitoring Report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.
Community Strategy	A strategy which the Council (in association with the Local Strategic Partnership) has to prepare under the Local Government Act 2000 to articulate the community's social, economic and environmental aspirations for the Borough.
Consultation	Procedure for assessing public opinion about a plan or major development proposal, or in the case of a planning application, the means of obtaining the views of affected neighbours or others with an interest in the proposal.
Core Strategy	A Development Plan Document which sets out the long term spatial vision for the Borough, the spatial objectives and strategic policies to deliver that vision.
Development Plan	As set out in Section 38(6) of the Planning and Compulsory Purchase Act 2004, the Development Plan consists of (for Ealing) the Spatial Development Strategy for London (the ' London Plan ') and the Development Plan Documents contained within its Local Development Framework .
Development Plan Document	A Local Development Document which must be subjected to a statutory adoption process before it can be formally adopted by the authority. The process consists of consultation, submission of the document to the Secretary of State, Independent Examination , receipt of Inspector's Report , and formal adoption. They can include a Core Strategy, Site Specific Allocations of land, and Area action Plans (where needed).
Examination	A term used in the preparation of a Development Plan Document (or Statement of Community Involvement) which involves the examination into the soundness of the plan and receipt of the Inspector's binding report (see also Independent Examination).
Independent Examination	A formal hearing, presided over by an Inspector appointed by the Secretary of State, to consider the policies and proposals of the local planning authority's Development Plan Documents and Statement of Community Involvement . Persons who have made a response to submission documents have a right, if they so wish, to present their case at an Independent Examination.

Inspector's Report	A report issued by the Inspector who conducted the <i>Independent Examination</i> , setting out their conclusions on the matters raised at the Examination and detailing the amendments which they require the local planning authority to make to the submitted document. The report is binding.
Issues and Options	Produced during the early production stages of the preparation of DPDs and may be issued for consultation to meet the requirements of Regulation 25.
Local Development Document	A document which forms part of the <i>Local Development Framework</i> and which can be adopted and revised as a single entity. The term includes <i>Development Plan Documents, Supplementary Planning Documents, and the Statement of Community Involvement</i> .
Local Development Framework	A "folder" of consisting of <i>Local Development Documents, the Local Development Scheme, and Annual Monitoring Reports</i> , drawn up by the local planning authority, which together provide the framework for delivering the spatial planning strategy for the area.
Local Development Scheme	A document setting out the local planning authority's programme for its <i>Local Development Framework</i> ; in particular, the <i>Local Development Documents</i> it intends to produce and the timetable for their production and review. It must be submitted to the Secretary of State and may be revised as necessary.
Local Strategic Partnership (LSP)	Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood. (Fire/Police/PCT/West London Business/Ealing Voluntary Sector/Ealing Race Equality Council/West London Learning & Skills Council)
London Plan	This is the Regional Spatial Strategy for London. It was produced by the Mayor of London to provide a strategic context for the boroughs' <i>Unitary Development Plans</i> . It will now perform this function in respect of <i>Local Development Frameworks</i> . It was published in February 2004. It has the status of a <i>development plan</i> under the Planning and Compulsory Purchase Act.
Minor Amendment	<p>A minor amendment can be defined as an alteration that does not <i>materially change</i> a development that has been granted planning permission, in particular by:</p> <ul style="list-style-type: none"> - increasing the size of the development in any way (including height, depth and volume); - altering the facade in a manner that could lead to increased overlooking of neighbouring properties; - materially changing the design; or

	- in any way materially altering the impact of a development on the amenities of neighbouring properties, or the character of the area.
Planning Inspectorate (PINS)	Government body whose main work is the processing of planning and enforcement appeals and holding inquiries into local development plans. They deal with a wide variety of other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.
Planning Policy Statement (PPS)	National planning policy guidance produced by the Government under the new planning regime. Previously known as Planning Policy Guidance notes (PPGs). They set out the Government's land use planning policies for England.
Preferred options document	Produced as part of the preparation of a Development Plan Document and is issued for formal public participation as required by Regulation 26.
Pre-Production	A term used in the preparation of a Local Development Document which involves survey and evidence gathering.
Production	A term used in the preparation of a Local Development Document which involves the preparation of preferred options in consultation with the community, formal participation on these, and preparation of the document for submission/adoption in light of the representations on preferred options.
Proposals Map	<p>A Development Plan Document which comprises a map of the local planning authority's area, and shows:</p> <ul style="list-style-type: none"> - Existing and revised designations of areas of land; - Sites for particular future land uses or developments; - Locations of proposed or actual area plans. <p>The Proposals Map must be revised as each new Development Plan Document is adopted.</p>
The Regulations	Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.
Saved Policies or Plan	Existing adopted development plans are saved for three years from the date of commencement of the Act. If a Local Authority wish to save policies beyond this period they will need to satisfy the criteria stated in PPS12 and agree this with GOL.
Site Specific Allocations	Allocations of sites for specific or mixed use developments.

Statement of Community Involvement (SCI)	LDD which sets out the methods and standards which the planning authority intend to achieve in relation to involving the community in the preparation, alteration and review of all LDDs and in development control decisions. The SCI is not a DPD but is subject to independent examination.
Strategic Environmental Assessment (SEA)	<p>A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.</p> <p>A tool for integrating environmental considerations into decision-making by ensuring that any significant environmental effects of the decision are taken into account. The Strategic Environmental Assessment must form an integral part of the adoption process for Local Development Documents and must be taken into account right from the initial stages of plan preparation.</p>
Supplementary Planning Document	A Local Development Document which provides supplementary information in respect of policies in Development Plan Documents . Supplementary Planning Documents do not form part of the Development Plan and are not subject to Independent Examination .
Sustainability Appraisal	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental, and economic factors) and required in the Act to be undertaken for all Local Development Documents .
The Regulations	Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.
Unitary Development Plan	A type of development plan introduced in 1986. It is due to be replaced by Local Development Frameworks. Ealing's Unitary Development Plan was adopted in October 2004.

Appendix 2 Consultation Bodies

The following list of general consultation bodies reflects the types of groups that we will invite to contribute to the planning process. This list may change over time.

- Amenity and conservation groups
- British Waterways
- Conservation Advisory Panels
- Cultural organisations/groups
- Ealing African and African Caribbean Forum
- Ealing BME Forum (Black and minority ethnic groups)
- Ealing Community Network and other strategic community networks
- Ealing Lesbian and Gay Forum (Women's/men's groups)
- Ealing Primary Care Trust (PCT)
- Ealing Refugee Forum
- Education institutions - from pre-school to higher education including universities
- Environmental groups
- Faith groups
- Gypsies/Travellers
- Health care groups
- House Builders Federation
- Housing interest groups
- Housing Associations
- Local Agenda 21 Chairs Network
- Local businesses/business groups
- Local disability groups
- Local residents associations/groups
- Local Strategic Partnership (including second tier groups such as the LSP Sustainability Forum)
- Major developers and land owners
- Metropolitan Police Authority
- Older people's associations/groups
- Planning agents/consultants and architects
- Regeneration Partnerships/Forums
- Sustainability Organisations (e.g. London Energy Partnership, Carbon Trust, The Energy-Saving Trust)
- Town Centre Partnerships
- Transport for London
- Welfare groups
- Youth Forums / young peoples associations/groups
- Other action/interest groups

Appendix 3 Code of Practice for Neighbour Notification on Planning Applications

	Type of Development	Notification
1.	Householder	
	(a) Developments to the side of property (including roof alterations).	Neighbours in two properties on each side of the development site boundary (including those to the rear of the property). Neighbours opposite and at least the two closest properties; plus for flats, other neighbours within the property.
	(b) Development to rear of property (including roof alterations).	Neighbours in two properties on each side. Neighbours backing on to rear in two closest properties (more in corners).
	(c) Developments to front of property (including roof alterations).	Same as (b) above plus the neighbours opposite.
	(d) Boundary fencing.	Neighbours on development boundary.
2.	(e) Vehicular access.	Neighbours in two properties on each side and properties directly opposite.
	Residential	
	(a) Conversions.	All immediately adjoining properties and neighbours in two properties one each side, (including those to the rear of the property), and neighbours opposite in 3 closest properties, plus those in property itself if appropriate.
	(b) Conversion and extensions.	Same as 2(a)
	(c) New residential development.	Same as 2(a) and if new access to residential development is separately located from the main development site, neighbours opposite the access point in the 3 closest properties will also be consulted.

	Type of Development	Notification
	(d) New residential development (over 5 units)	All adjoining properties neighbours. Three properties on each side of the development site, including any new access points.
		Neighbours opposite the development site (and new access points) in the 3 closest properties.
		Neighbours in properties within 50 metres of the development site (measured building to building). Note this is a minimum requirement - in practice the decision on who to notify is determined by the nature of the application and the geography of the area.
3.	Re-developments, Erection of Buildings, Structures and Physical Development on, over or under land	Same as 2(a) above.
4.	Changes of Use	Same as 2(a) above.
5.	All other Extensions and Alterations	Same as Householder notification principles.

Procedure Notes on Neighbour Notification

- This Code of Practice defines a **minimum** neighbour notification. Wider consultation will be at the discretion of the case officer in agreement with his/her line manager.
- By the term 'Neighbour', it is meant current occupier whether or not owner of property.
- The code always refers to 'Neighbours' in the plural in order to ensure that the intention is to notify all those occupiers on neighbouring land which may be divided up into separate properties/units.
- If the development site is divided up into separate properties/units, neighbour notification should also include their notification.
- Neighbour notification will be on the basis of best reasonable knowledge. Notification letters will ask the first recipients to kindly pass the letter/notification information on to other known occupiers.
- A notice should be posted on or adjacent to the site and advert placed in the local press for all sites of wider interest and those in conservation areas, listed buildings, or as required by other legislation.

Appendix 4 Code of Conduct for members in relation to Planning Matters

Introduction

This code has been drawn up on the recommendation of the review of standards in local government by 3rd Report of the Nolan Committee on Standards in Public Life, published in 1997 and against the background of the increasing possibilities of liability for local authorities and councillors in the event that mistakes are made. The code has been drawn up to take account of the Nolan Committees Code of Best Practice in Planning Procedures, the Government's stated views on the Nolan Report and ethical conduct in local government, guidance from the Local Government Association, and the Local Code of Conduct for Councillors. It is designed to minimise the possibilities for legal action against the council and individual councillors. The code contains important guidance for all members of the Council not just those serving on the Planning Committees.

The Code

General

1. If you are a member of the Planning Committee taking part in a decision on a planning matter you should not make up your mind how to vote prior to consideration of the matter by the Planning Committee and therefore you should not give any definitive commitment in advance of how you intend to vote. This provision will not prohibit your ability as a ward member to represent the views of your constituents throughout the planning process, provided that you make it clear that those views are not necessarily your own.
2. If you have any doubts about the interpretation of this code, you should consult appropriate officers on the point.

Lobbying

3. If you are approached about a planning matter (even if you are not a member of the Planning Committee) by any applicant, agent, objector or other interested party, you should :
 - (a) Consider whether or not it would be prudent in the circumstances to make notes of the meeting and (if so) make such notes
 - (b) Disclose any such contact if you make representations about a planning matter (either at or outside the Planning Committee meeting)

(c) In the light of such contact, and of other relevant considerations (including, for members of the Planning Committees, the importance of remaining impartial as a decision maker), carefully exercise your judgement as to the best means to play your representative role as a ward councillor with regard to the planning matter in question

(d) Avoid giving the impression that you, or anyone else, can exert any improper influence over the planning process

(c) If the contact is to seek professional, technical or legal advice with regard to a planning matter, consider whether or not it is appropriate to refer the enquirer to the appropriate council officer or other appropriate independent person or organisation, and

(d) Immediately report to the appropriate officer any improper contact, pressure or inducements to yourself or - if you become aware of them - to others involved in the planning process

4. Whether or not you are a member of the Planning Committee, if you are approached as set out in paragraph 3 above, you shall - if requested by an officer or by another councillor - disclose details of the approach at any relevant meeting of the Planning Committee which you attend.

5. If you are approached about a planning matter and you are a member of the Planning Committee you should, in addition to the points at (3) and (4) above:

(a) Consider whether or not your impartiality as a decision maker might be compromised or seen to be compromised by such contact, and

(b) Avoid giving any commitment, or the impression of a commitment, to take any particular stance in relation to a forthcoming decision of the Planning Committee

6. If you are approached about a planning matter and you are Chair or Vice Chair of the Planning Committee you should:

(a) Recognise that your role as Chair / Vice Chair prevents you from responding to contact in the same way as other ward councillors, and

(b) Recognise and make clear that any contact will not influence your special responsibility for the fair and impartial handling and consideration of planning matters considered at Planning Committee

Members Interests

Code of Conduct for members in relation to Planning Matters

7. If you have business or other interests bringing you into frequent contact with the planning system locally you should avoid membership of the Planning Committees. Such interests might include you acting as a planning agent or other consultant in respect of planning applications within the borough.
8. If you are a member of the Planning Committee and are contemplating making an application which could come before the Planning Committee, you should :
 - (a) notify the Monitoring Officer
 - (b) if you are present at the meeting when that application is considered declare your interest at the meeting of the Planning Committee when the application is considered and leave the meeting for the duration of the debate into and decision on that application; and
 - (c) not take any part in the planning process relating to that application which could be interpreted as improper lobbying of officers or other members.
9. If you are a member of the Planning Committee and consistently feel unable to fulfil that role within the constraints of an approved planning policy you should consider carefully whether you should continue to serve on the Committee. This will not prevent you from serving on the Planning Committee if you disagree with a particular approved policy but are still able to recognise and uphold its legal significance in the planning process
10.
 - (a) If you think that you have a personal and prejudicial interest in a matter (as set out in paragraphs 16 and 18 of the Local Code of Conduct for Councillors), you should take no part in the proceedings, not vote, and withdraw from the meeting whilst the matter is being considered.
 - (b) If you think that you have a personal interest in a matter which is not a prejudicial interest you must disclose the existence and nature of that interest at any meeting of the Planning Committee which you attend where that matter is discussed
11. Where practicable, you should not accept hospitality or gifts from any person who you know or suspect to be an applicant, agent, or interested party (including an objector) in a planning matter due to be considered by the Planning Committee. Where it is not practicable for you to refuse such hospitality or gifts then you shall be assumed to have a personal and prejudicial interest in the application concerned and the provisions of paragraph 10a above shall apply. You should report the receipt of such gifts or hospitality to the appropriate senior officer of the council, as provided

for in Local Code of Conduct for Councillors. Any gifts you receive should be donated to an appropriate body under arrangements approved by the Standards Committee or (if such arrangements do not exist) to one of the Mayor's charitable appeals

Site Visits

12.

(a) Where you know a site to be the subject of or affected by a planning matter or you know it is likely to become subject to or be affected by a planning matter, you should not enter that site for any purpose in connection with such matters save in the course of an official site visit or in accordance with paragraph (13) of this code.

(b) Any member of the Planning Committee on a site visit should avoid entering into a dialogue with any third parties during the course of a site visit without an officer being present

13. If you are a member of the Planning Committee and wish to visit an application or enforcement site you should:

(a) avoid giving your impressions or any indication of your likely decision

(b) be aware of the provisions of clauses 3 - 6 of this Code above, if any other person is present on that site visit, and

(c) whether or not the visit is in the course of an official site visit, observe the council's Protocol for Site Visits during all site visits

14.

(a) You should only ask for a site visit where the expected benefit is substantial. This means that a site visit is only likely to be necessary if:

(i) the impact of the proposed development or enforcement action is difficult to visualise from the plans and any supporting material, including photographs taken by officers (although in that case, additional illustrative material should have been requested in advance); or

(ii) there is good reason why the comments of the applicant and objectors cannot be expressed adequately in writing, or

(iii) the proposal is particularly contentious

Code of Conduct for members in relation to Planning Matters

(b) Where decisions are deferred for the purposes of an official site visit, you should ensure that the detailed reasons for that decision are stated at the meeting at which this decision is taken, and minuted

Contact with officers

15. Officers have a duty to give impartial advice to you and to the council on planning applications and to make recommendations to the Planning Committee only on the basis of the Council's adopted Unitary Development Plan and other material considerations. You should not attempt to use your position as a councillor to improperly influence officers into making a particular recommendation or delaying applications or enforcement action.
16. You should not seek to delay the enforcement of planning control (including the bringing of prosecutions) because of lobbying from a person having an interest in the land the subject of such enforcement

The Planning Committee Meeting

17. If you are a member of the Planning Committee
 - (a) you may submit a written request to the Chair or nominated Vice Chair that an application or enforcement report which would normally be decided under the delegated powers procedure be brought to the Planning Committee for decision. If the Chair or nominated Vice Chair agrees to your request, you should declare that fact and your reason for the request at the relevant Planning Committee meeting (if you attend it), and the committee agenda report will include a note of your request and reasons.
 - (b) you should not take part or vote on any planning matter if you have not been present throughout consideration of the matter at that meeting.
18. If a planning application which would normally be decided under the delegated powers procedure relates to a site in your ward you may submit a written request to the Chair or nominated Vice Chair asking that this application be brought to Planning Committee for decision. If the Chair or nominated Vice Chair agrees to your request, the committee agenda report will include a note of your request and reasons
19. In any case where the Chair or nominated Vice Chair agrees to a request from a member that a matter which would normally be decided under delegated powers should be decided instead at Planning Committee, there will be no guarantee that the matter in question will come to a meeting of the Planning Committee at which the member who made the original request is entitled to vote.

20. If you are a member of a Planning Committee you must ensure that where a decision of a Planning Committee is contrary to the officer recommendation, a clear statement of the reasons for that decision is given at the time the decision is taken, and minuted.
21. Whenever a matter is deferred for decision by a meeting of the Planning Committee, for example for the purpose of holding a site visit or for further information to be obtained, there will be no guarantee that the matter will return to a meeting of the Planning Committee with the same membership as the one which made the deferral

Training

22. If you are a member of a Planning Committee you must - during the period of your membership of a Planning Committee - participate in a programme of training on the planning system agreed by the Planning or Regulatory Committee and organised for you by officers. The programme will consist of compulsory and discretionary modules.
23. If you are a member of the Planning Committee and you do not attend all of the compulsory modules at once every other municipal year and at least half of all of the training sessions (from whichever module) organised during any municipal year then this may result in you being asked to stand down as a member of Planning Committee
24. You should be aware that :
 - (a) Training is particularly important for members who are new to Planning Committee and for members who have not availed themselves of training opportunities in the past, and
 - (b) Where you have genuine difficulty in attending any particular training session, officers will try where practicable to accommodate a request for an individual or repeat session

19th January 1999

Revised 9 July 2002

Further revised 30 March 2004

(note this is the amended version taking account comments of Regulatory Committee meeting 30 March 2004 and updated the version presented to Committee)

Appendix 5 Code of Practice for Minor Amendments to Planning Permissions

Local Planning Authorities are encouraged to deal with minor amendments to approved schemes without requiring a new planning permission, where this is appropriate.

The basis for this is set out in case law, *Bernard Wheatcroft v SOSE* (1982) and *R v The City of Wakefield MDC and British Coal ex parte Warmfield Co Ltd* (1994), where the criteria are firstly, whether an amendment is so substantial that the application constitutes a different application, and secondly, would it affect the interests of third parties who would be entitled to be consulted on it?

Requests for minor amendments should be made in writing, with accompanying plans clearly showing the differences between the approved scheme and the proposed amendment, and supported by any justification or reason as appropriate.

This Code sets out how Ealing Planning Services will deal with minor amendments, so that both applicants and their agents, as well as other interested parties, including neighbours can understand the basis for any decision.

An assessment is then carried out by the appropriate case officer taking the following into account:

When minor amendments can normally be accepted:

- The resulting scheme is reduced in size in any dimension, and this does not compromise the overall design in relation to normal criteria, particularly in conservation areas.
- There is a reduction in the number and size or location of any openings, and this does not compromise the overall design in relation to normal criteria, particularly in conservation areas.
- There is no material impact on any neighbours or other statutory and non-statutory bodies, and the resulting scheme remains within the description of development on the decision notice, the fee paid and is within the adopted policies of the Council.

When minor amendments cannot normally be accepted:

- The resulting scheme is increased in the size, and where it would have a material impact as outlined above.
- There is an increase in the number and size or location of any openings, which would affect the appearance of the proposal or result in more overlooking.
- The amendment would result in the scheme becoming contrary to the adopted policies of the Council.
- The resulting scheme would have an impact on neighbours or other statutory and non-statutory consultees, and they should be notified.

Code of Practice for Minor Amendments to Planning Permissions

- The resulting scheme would have a poorer design by reason of loss of detail or lower quality materials
- The resulting scheme would require additional condition(s), which can only be imposed through the application process

Where a planning application is required

Requiring submission of an application does not mean that the amendment will not be acceptable, only that it needs full and proper consideration and consultation.

How the decision is made:

All such letters are logged on the Planning Services Correspondence Database and normally allocated to the previous case officer.

They will be logged in a special category 'Minor Amendment'.

The time target for dealing with these is the same as for general correspondence - 6 working days, unless otherwise notified within 4 working days. If another site visit needs to take place, it may take longer.

The response by letter together with the original file will go through normal clearance procedures, within the Area Team and in all circumstances cleared by the appropriate line manager.

How the decision is recorded:

The letter from Planning Services should in all cases specifically refer to the description of amendments and the accompanying plan(s) and letter with any dates and references, and contain all the appropriate Council references, and highlight whether or not the amendment is agreed or not agreed in bold.

The applicant's attention may need to be drawn to the necessity to change any approvals under Building Regulations.

The file should then be passed to DC Administration and the plan(s) should be stamped with a special stamp 'Minor Amendment Agreed' or 'Minor Amendment Not Agreed', for logging onto the computer system in relation to the previous decision, and filed. A copy of the letter should go on the Public Register attached to the original decision notice.

December 1999