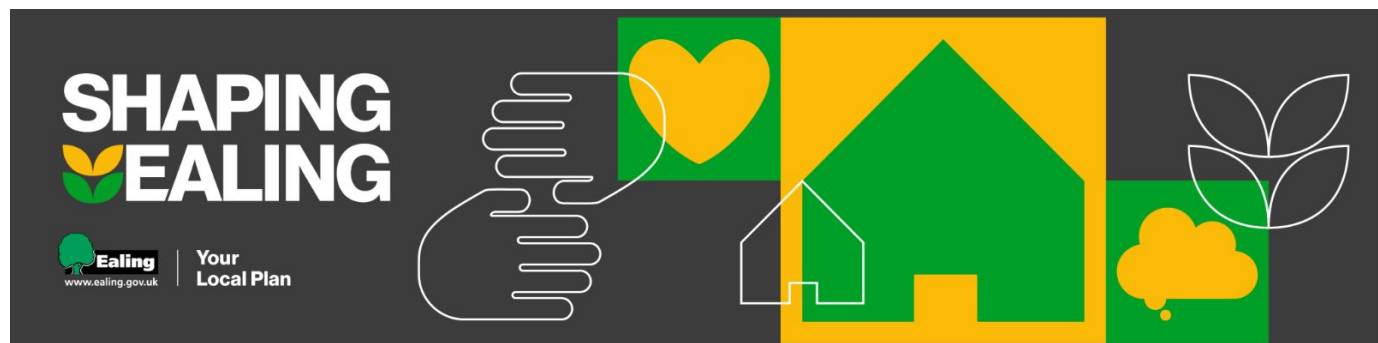


**Ealing  
Local Planning Authority  
Local Plan**

# **Statement of Community Involvement**

**March 15th 2022**





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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, and the places where we shop.

1.2 The Planning and Compulsory Purchase Act (2004) gave significant emphasis to the involvement of communities in planning. It established a requirement for each local Council to produce a Statement of Community Involvement (SCI). Ealing Council's objective is to strengthen community input to plans and proposals for development of land in the borough.

1.3 Ealing's SCI was adopted in 2006, and has helped active, meaningful, and continued involvement of local communities and stakeholders in planning processes. Of course, circumstances, policies, and governments change.

1.4 The SCI therefore needs to be updated from time to time. It was last updated in July 2015.

1.5 This current version has been updated to take account of:

- the adoption of key development plan documents in the Development Plan;
- key changes to legislative and regulatory framework including the National Planning Policy Framework (NPPF), the London Plan, neighbourhood planning and the EU General Data Protection Regulation (GDPR);
- the establishment of new Design and Community Review Panels;
- the use of new technologies, in particular, digital engagement platforms;
- changes to the neighbourhood notification protocols;
- to provide better clarity where appropriate;
- corrects a number of typographical errors; and,
- repairs to links to pages on the Council's webpages.

1.6 The purpose of this document, as with the originally 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:

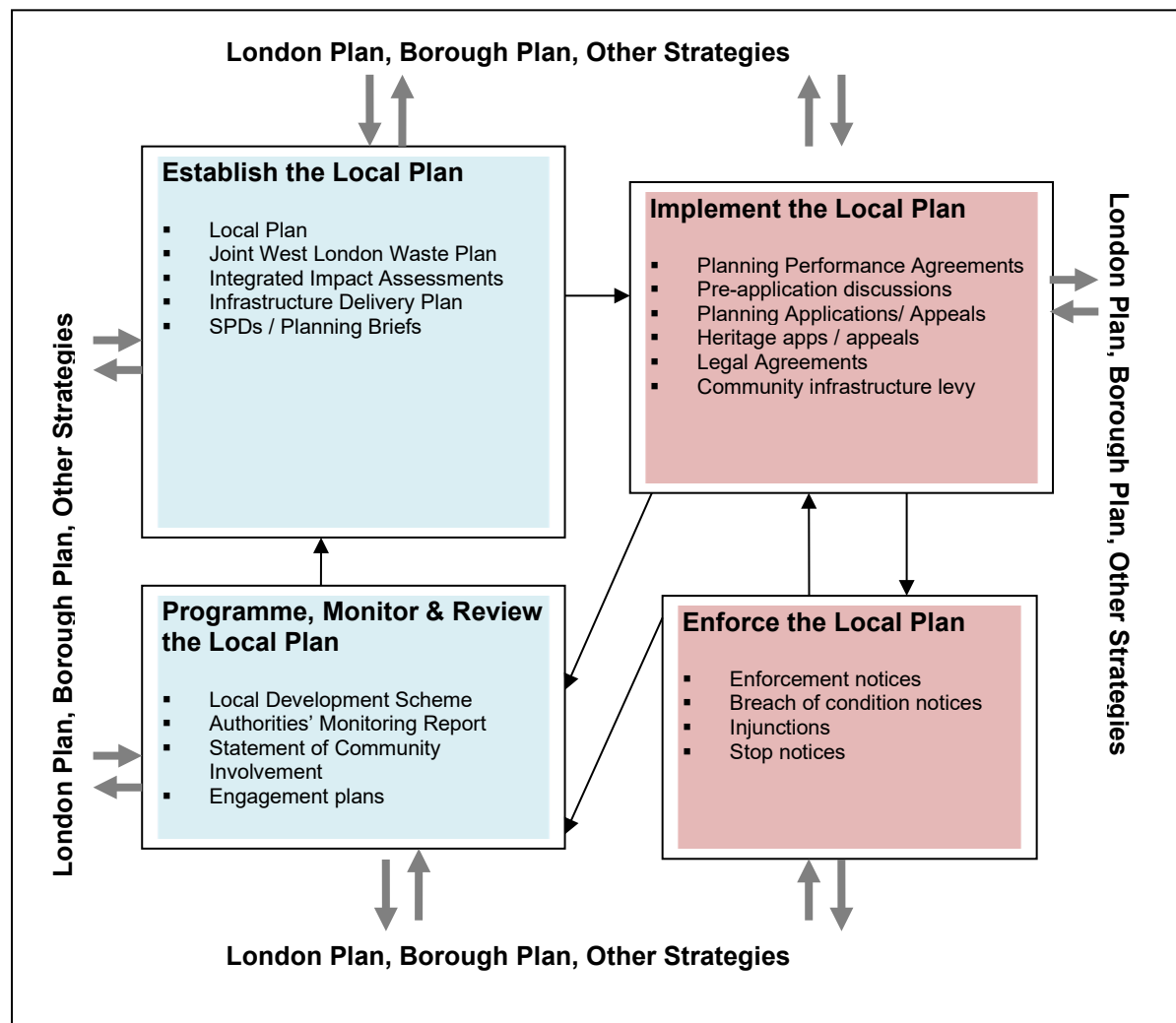
- In the preparation and revision of its policies on land use and development (called the Local Plan) - it establishes who we will be talking to, and when this will be undertaken.
- In the planning application process - through pre-application discussions, consideration of planning applications, legal agreements, and enforcement of planning decisions, including the role of developers in that process.

## 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 ensuring that the community is involved right from the start when a new Local Plan is being prepared. It also includes community involvement in planning applications, pre-application discussions, planning agreements, and planning enforcement procedures.

**Figure 1: Action on Development Planning (blue) and Management (buff) in Ealing**



2.2 This SCI should enhance the involvement of local groups that are already linked to planning processes in Ealing. Existing channels for dialogue with these community groups will remain in place.

### **How will we approach community involvement in planning?**

2.3 Ealing Council seeks 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 own land and 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 is committed to community involvement that is:

- Tailored to its purpose – i.e. it is based on a clear understanding of the needs of the community and reflects their requirements.
- Based on the earliest possible involvement and sense of ownership of local policy decisions ('frontloading').
- Accessible to the communities concerned – i.e. the right methods of consultation are used.
- A continuing process, with opportunities for on-going involvement.
- Transparent (no hidden agendas) and inclusive for all.
- Well thought out and planned, rather than 'ad hoc'.
- Followed by feedback on participation as decisions are made.
- Regarded as satisfactory by participants from all sections of the community.

2.5 Through the SCI, the Council is working in partnership with the community. We intend to deliver a system of town planning in Ealing that reflects the aspirations of all in the community. The Council's performance in respect of the above commitments will be monitored regularly, and the results subject to scrutiny along with other aspects of the authorities' monitoring report (AMR). This may prompt further reviews as required.

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

2.6 The evidence base for preparing plans and strategies, and for 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 and influence into how their area will develop in the future, and thereby ensuring their commitment 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 means 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.

2.9 If development is going to have a large impact on the community, then there are opportunities for more in-depth involvement in the process. An important example is 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. This can range from views on s106 legal agreements, on the process of infrastructure delivery planning, and on proposals for a community infrastructure levy.

2.10 The largest projects might be subject to planning performance agreements too, or exceptionally, have special arrangements for their determination because they are of national significance. The more important the project, the more important it is for the developer to take a lead in engaging with the community, and for steps to be taken to engage with prospective users of the development and under-served groups. For example, developers need to be aware of cultural issues arising from development. An opportunity exists here to create a greater level of awareness amongst developers as to the community's cultural needs, for example the desire of extended families to live together under the one roof, creating a need for larger residential units.

2.11 Another advantage of increased partnership working between developers, community groups and the local planning authority will be that communities will feel able to hold the developer accountable if any of the planning conditions or legal agreement provisions is not complied with.

2.12 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. Appendix 1 of this document comprises a Glossary of Planning Terms.

### **How can people keep in touch and offer their views?**

2.13 The advent of email and the Council's web site has improved communication between Ealing's community, stakeholders, and planners. The availability of consultation documents online, and the ability to submit comments on them online are now vitally important. The traditional means of informing people of planning matters remain in place. These currently include the official advertisements in local media, the notices, and documents in libraries and at Council premises. Public notices are available on the Council's website at: [Public notices | Ealing Council](#)

### **How will we use digital engagement as a way of consulting?**

2.14 Recent developments in digital engagement technology mean that the Council is now able to consult the community on planning matters using online methods advertised through social media and other information channels, and its online magazine, Around Ealing to reach a far wider, more diverse, and representative audience. Ealing Council has embraced the latest technology to ensure that all members of the community can easily access planning consultations through the internet on their phones, laptops, tablets, and computers.

2.15 The recent acquisition of a digital engagement platform, Give My View, will provide the community with an easy way to give feedback, leave comments and views on the Local Plan and other consultations using a website with surveys and links to relevant documents. Consultations can be more easily translated into community languages, and are easier to understand, engaging those members of the community who the Council have typically failed to engage with previously on planning matters. This means that consulting on the Local Plan and other matters will genuinely enable those who have never engaged with planning previously a chance to give their views and influence the development of the Local Plan and other matters.



### **3. Our Communities and Stakeholders**

3.1 This section explains how we will consult and engage with the local community and statutory consultees. The range of statutory bodies that we consult will vary depending on the type of consultation.

#### **Specific Consultation Bodies**

3.2 A list of prescribed agencies is specifically identified in the Town and Country Planning (Local Planning) (England) Regulations 2012 at Paragraph 2<sup>1</sup> and include:

- Mayor of London (The Greater London Authority)
- The Metropolitan Police
- Adjoining Local Planning Authorities (Brent, Harrow, Hillingdon, Hounslow, and Hammersmith & Fulham)
- The Secretary of State for Transport (on railways and highways matters)
- Natural England
- Environment Agency
- Historic England
- The Coal Authority
- The Marine Management Organisation
- Network Rail
- Highways England
- Primary Care Trusts
- Telecommunications companies
- Electricity and gas companies including National Grid
- Sewerage and water companies e.g. Thames Water
- Local Enterprise Partnerships
- Homes England
- The Canal and River Trust
- Control of major accidents hazards competent authority (COMAH)
- Crown Estates Commissioners
- Designated Neighbourhood Forum
- The Gardens Trust
- The Health and Safety Executive
- The Civil Aviation Authority
- The Office of Rail Regulation
- Local Nature Partnership

#### **General Consultation Bodies**

3.3 Representative groups that 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;

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<sup>1</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2012/2762/contents/part-2)

- users of the different community facilities and services;
- business people.

3.4 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 Local Plan Consultation Database. They will then be contacted as we progress with development of our various local development documents. When we conduct surveys, people can also request to be added to the Local Plan Consultation Database and to receive Local Plan newsletters by email. The Council is strictly compliant with the General Data Protection Regulations (GDPR)<sup>2</sup> and anyone can request to be removed from the Database at any time.

3.5 The Council also keeps a register of consultees that 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. Anyone can request to be removed from the register at any time.

3.6 As well as these groups, the Council would like to involve as many local people and organisations as possible in drawing up the Local Plan for Ealing. In particular, we are keen to engage those groups that have in the past been excluded from the planning process, including under-served groups such as young people, ethnic minority groups, travellers and refugees, disabled people, digitally excluded, and those with special needs or others who might otherwise be excluded from the process.

3.7 Ealing Council also recognises that it is important to encourage people who do not readily engage with local issues such as planning. Measures to make the involvement more meaningful to the population generally will have positive effects in terms of a wide range of groups. The mechanisms in the SCI will need to be flexible enough to ensure that information not only reaches the right people, but also 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 to be consulted. A list of these groups is included at Table 1 of Appendix 2 'detailing Local Plan community involvement'. The list will be kept updated. A similar list is used for development management, i.e. consultation on planning applications etc.

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.

## **How will we engage with our community?**

3.10 The Council will continue to use a range of consultation mechanisms in the preparation of the Local Plan 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.

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<sup>2</sup> [Guide to the General Data Protection Regulation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-general-data-protection-regulation)

3.11 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 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. It is also worth differentiating between involvement in specific consultation events, and continuous community involvement, which is an ongoing dialogue with interested parties. The Council is committed to both elements of community involvement, and the most effective consultation.

3.12 The range of consultation methods that will be used for Local Plans are set out in Chapter 4. The range of methods that will be used for Planning Applications are set out in Chapter 5. Action on the SCI itself, and monitoring and review, are dealt with in Chapter 6.

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

3.13 Some groups are often unable to participate effectively in planning processes when conventional consultation methods are used. Under-served 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 and Gypsies, the digitally excluded, as well as people who lack the time or resources to participate effectively.

3.14 Some of the techniques that we feel may be useful in engaging with such groups are included in table 2 of Appendix 2 below. Some of the methods and techniques may be suitable at different stages in the preparation of Local Plan Documents and/or for different types of planning applications. We will determine which methods to use on a case-by-case basis and be guided by the groups themselves in the context of the available resources and legislation. For more detail on different methods that will be considered for different stakeholder groups in preparing Local Plan Documents, see Appendix 2.

3.15 The Council has a duty to meet the 2018 Accessibility Regulations<sup>3</sup>, which means making its website, documents, and communications accessible to as many people as possible. This includes using plain language and avoiding jargon where possible and making sure definitions and explanations are provided where use of technical language cannot be avoided. The Council's Accessibility Statement is available here: [Accessibility statement | Ealing Council](#)

3.16 Equalities impact assessments of the different policy documents and proposals can assist in identifying the potential impacts of these policies and proposals on different groups in the community and indicate if specific groups or areas should be targeted in the consultation stages, and if particular engagement methods should be used. In addition to the methods referred to in Appendix 2 there are actions that can be taken to make participating in consultation events easier for people, including:

- 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;

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<sup>3</sup> See the Government's guidance: [Understanding accessibility requirements for public sector bodies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/understanding-accessibility-requirements-for-public-sector-bodies)

- Providing translation/interpretation services and making consultation material available in community languages;
- Making responding to surveys/questionnaires easier for respondents (through sensitive design of questions, language etc).

3.17 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 that have experience of such processes and can act on their behalf.

3.18 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 a computer, 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 provide a translation or interpretation service. Some consultation materials, particularly those using a digital consultation platform will be translated into selected community languages as a matter of course.

3.19 The Council has previously endeavoured to avoid consultation exercises during school holiday periods, except where deadlines are set by external agencies or government. However, experience has shown that holiday periods can be good times to attract involvement – people on holiday can have more time to participate, and there are often community events taking place (summer carnivals etc) which can be used to promote community involvement. The Council will generally extend any consultation period that falls during a holiday period to include extra time both before and after the holiday period. This means that the consultation will not exclude people who are away on holiday or organisations that have a break during the holidays. The Council will endeavour to avoid holding consultation events on major religious or cultural holiday dates.

3.20 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 aims to maintain a diverse range of consultation and communication methods in order to actively engage with and seek involvement from under-served groups. The range of methods is shown at Appendix 2 below in respect of development planning consultations, while Appendix 3 covers development management.

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

3.21 '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.

3.22 Ealing Council recognises the specific role of umbrella bodies such as Ealing Community Network (ECN) and other community groups, in assisting consultation and communication, and will supply practical support and training, where appropriate. The Ealing Community Network website is available here: [Ealing Community Network](#).

## **What is the Ealing Community Review Panel?**

3.23 The Council has set up a Community Review Panel (CRP) that is made up of 24 Ealing residents who were selected following a borough wide advertising campaign and selection process to ensure a broad cross section of people representing all areas of the borough, ages, gender, and ethnicity. The panel is divided into two, and each sub panel meets every other month to discuss a development proposal or a development strategy document and provide their views. The discussions are turned into a formal report which feeds into decisions made by the Council and are taken seriously as a formal part of the planning process. It is envisaged that the panel be refreshed every two years to allow more members of Ealing's community to have the opportunity to play an independent advisory role in Ealing's planning work. The panel is independently managed by a specialist community review panel consultancy.

## **How does the Statement of Community Involvement link in with the Ealing's Local Strategic Partnership?**

3.24 There is a clear expectation that planning authorities should collaborate with local strategic partnerships within their area. Ealing's Local Strategic Partnership (LSP)<sup>4</sup> includes many of the borough's key public service providers, along with business organisations and representatives of the voluntary and community sector. Ealing's LSP has produced a Borough Plan which sets out a long-term vision for Ealing, along with some of the key long, medium, and short-term objectives to achieve this vision. Clearly there is benefit in coordinating the full range of public services and development across the borough. Indeed, many of the Ealing partners have a duty to involve the public, similar to that of the local authority. The Ealing Local Strategic Partnership Borough Plan 2018 – 2022<sup>5</sup> is a key document in the Council's Thriving Communities suite of plans and strategies, part of the Future Ealing programme and is in the process of being revised and updated. The SCI will facilitate the development implications of the LSP Borough Plan.

## **How can developers, landowners and the business community get involved in planning for the future?**

3.25 Development planning and development management are partnership activities that should involve all sections of the community. This does not only mean those who would use the development as customers or visitors, or who would live near the development. It includes those who own land and are concerned to realise its development potential, developers who would undertake projects in the borough, and business people who would benefit from economic regeneration or would find that the development affects their business in other ways. It also includes the development professionals who work for developers, landowners, and business interests. These sections of the community are of course often involved as planning applicants, and the Council must work hard to achieve broad and ongoing involvement from these groups in development planning or forward planning in general.

3.26 Businesses that have submitted planning applications or have discussed planning matters with the Council in the past are normally kept on the list of contacts to be informed of planning initiatives that are relevant to them. Some degree of representation of the business community is provided by umbrella organisations like the Home Builders' Federation and West London Business. However, apart from contacts with businesses involved as planning

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<sup>4</sup> [Local Strategic Partnership | Local Strategic Partnership | Ealing Council](#)

<sup>5</sup> [Local Strategic Partnership \(LSP\) borough plan | Ealing Council](#)

applicants, the most successful liaison is through groups focussed on projects, such as town centre partnerships.

3.27 The Council has good ongoing liaison with housing associations through a Forum serviced by housing officers. It seeks to encourage membership of developers' groups and forums, whereby developers and landowners who have planning permission for major projects stay in touch so that the Council can be aware of the programming of their projects and can encourage them to discuss other related development issues in the area. Ways in which these types of liaison fit with development planning and development management in Ealing are indicated in Appendices 2 and 3. It is certainly the case that in order for the Council to promote delivery of the development needed by the borough, partnership working with the business community is essential.

### **How are Council Members involved in the planning system?**

3.28 The decisions of the Council on all aspects of town planning are made by the elected Council Members. Planning officers prepare reports on the different planning matters, including consideration of community views and place them before the Council Members at a planning committee meeting.

3.29 In the case of matters to do with drafting or monitoring of the local plan, the Leader of the Council takes responsibility at Cabinet. They will consider the officer report, and if they are satisfied with it, they 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 or necessary, reports will be considered in conjunction with other Members at the Local Development Plans Advisory Committee (LDPAC)<sup>6</sup> before going on to Cabinet and/or Council for decision. There is also the possibility that local planning matters may be called in for scrutiny at special committees of Councillors set up for this purpose.

3.30 Reports to Councillors on the implementation and enforcement of the Development Plan (which includes the London Plan and Ealing's Local Plan), i.e. planning applications and other related matters, may be taken to the Planning Committee. There are strict rules relating to the role of Councillors in this 'regulatory' function.

3.31 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 a Cabinet Member or Shadow Cabinet Member in the main opposition party. Registering items in the public forum part of the agenda of local Ward Forum meetings is another avenue for raising planning issues with elected members - provided that people do not wish to discuss individual planning applications - as Ward Forums cannot discuss these.

3.32 The Council has a Code of Conduct for elected members in relation to planning matters. The Members' Planning 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. The Code is available to view on the Council's website at: [Council constitution: Part 5 - Codes and protocols | Ealing Council](#)

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<sup>6</sup> For more details of the Committee and its meetings, see: [CMIS > Committees > Local Development Plan Advisory Committee](#)



## 4. Community Involvement in the Local Plan

### The Local Plan

4.1 Ealing Council is responsible for preparing a Local Plan to guide development in the borough<sup>7</sup>. This Local Plan includes a number of adopted development plan documents (DPD) which, along with the London Plan form the statutory Development Plan for Ealing<sup>8</sup>. The following development plan documents have been adopted:

- **The London Plan** – this is the Mayor of London’s spatial strategy development for the capital which was published in March 2021. It is an integral part of Ealing’s Local Plan. Ealing’s Local Plan must in general conformity with the London Plan.
- **Development Strategy 2026** – this is the Ealing’s core strategy for planning and development over the period from 2011 to 2026 and was adopted in April 2012;
- **Development Sites** policy document – this is Ealing’s site-specific allocations document and was adopted in December 2013;
- **Development Management** policy document – comprising generic policies to guide applications for development and was adopted in December 2013;
- **Joint West London Waste Plan** – comprising policies on the development of facilities and safeguarded sites for sustainable waste management and was adopted in July 2015.
- **Planning for Schools DPD** – this identifies possible sites for new and extended schools in the borough and was adopted in May 2016.

These DPDs must be read in conjunction with the Policies Map (previously known as the Proposals Map) which will detail how the Council’s intentions for planning and the environment will be achieved on the ground.

4.2 The Council is currently in the early stages of preparing a new local plan for Ealing and gathering information to help with its preparation. There is a new page on the Council’s website called Shaping Ealing, which contains details of how to get involved with the Local Plan, a link to sign up for the Council’s email letter and information on Local Plan consultations. See the Shaping Ealing webpage for more details: [Shaping Ealing | Ealing Council](#)

4.3 Each of the above documents are subject to an Integrated Impact Assessment, which assesses how policies in the document could influence or impact the environment, health, and equalities of the borough. As the assessment covers these three areas, it is called an Integrated Impact Assessment or IIA. The purpose of the IIA is to highlight and where possible, address any undesirable effects that may arise from the development plan documents on the environment, health or equalities as well as identify opportunities for improvements. The community and statutory consultees will be consulted on the IIA.

4.4 Accompanying the development plan documents is an Infrastructure Delivery Plan (IDP), indicating the utilities, transport, schools, health, leisure, and open space facilities required over time to support planned housing and commercial and other development.

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<sup>7</sup> With the exception of the NE area of the borough where the Old Oak and Park Royal Development Corporation, a separate local planning authority, has responsibility for plan making.

<sup>8</sup> To view Ealing’s Development Plan Documents, see: [Local plan | Ealing Council](#)

4.5 Supplementary Planning Documents (SPDs) provide further guidance on policies and proposals included in the Local Plan and in the above development plan documents.

4.6 Other documents that are useful and support the Local Plan include:

- **Local Development Scheme (LDS)** - outlines the Council's work programme for delivering the various documents in the Local Plan. The Council will keep the LDS under review, and will publish updates as required;
- **Statement of Community Involvement (SCI)** – our service standards for community involvement in planning (this document);
- **Authorities' Monitoring Report (AMR)** – a document that will check our progress with implementing the Local Development Scheme and outlines how our planning policies are being achieved. As with all other documents in the Local Plan, interested individuals and organisations are invited to comment on the AMR. This was previously known as the 'Annual Monitoring Report'.

4.7 Finally, there are background documents, including research and evidence that will inform the production of local planning documents, e.g. a housing capacity study and employment land review; also good practice documents, such as streetscape guides. These documents may have status as evidence in decisions on the Local Plan 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.

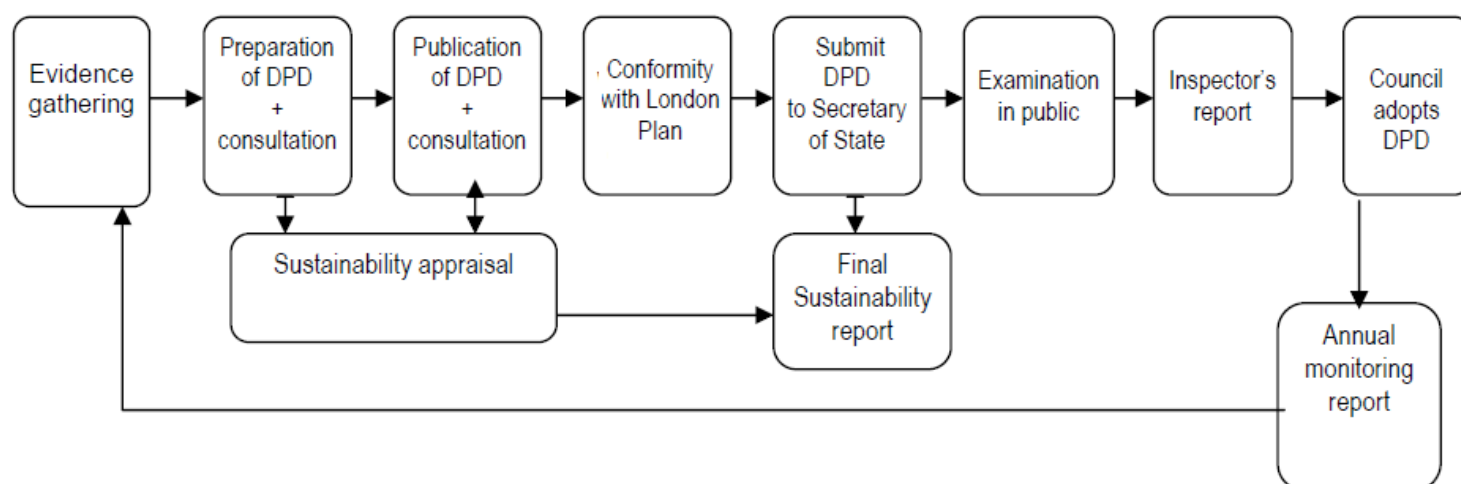
4.8 All of these documents and the whole of the Local Plan process include community involvement from the outset. This involvement must meet the standards set out in the Statement of Community Involvement, and development plan documents cannot be adopted unless compliance with the SCI is formally certified.

### How will we consult on Development Plan Documents?

4.9 Each Development Plan Document that the Council prepares must go through several stages, with consultation taking place at certain points along the way. The flowchart in Figure 2 below outlines these stages. Appendix 2 sets out the different methods that we will use to consult with different stakeholders on documents in the Local Plan.

Figure 2:

### Key stages in the production of Development Plan Documents





4.10 The details of this process in relation to each of Ealing's development plan documents are set out in the Local Development Scheme. It is nevertheless useful to highlight some aspects here.

4.11 **Preparation** – evidence gathering and frontloading community involvement i.e. setting up the procedures for dialogue and consultation events with interested parties, including residents, business owners, developers, and landowners; also making links with other strategies, and the on-going work of the Local Strategic Partnership. This is the stage in the process for identifying spatial planning issues and options, scoping, and initiating an Integrated Impact Assessment, and with community involvement, analysing the best options and moving towards initial plan proposals. The Council formally consults on the initial proposals version of the local plan at this stage.

4.12 At **Publication** (or Final Proposals), the local authority is required to publish the documents it proposes to submit to the Secretary of State for consultation. These documents include the draft local plan and any changes to the proposals map; an Integrated Impact Assessment report, reports on previous consultations and any other relevant supporting documents. It is expected that statutory and interested parties will make formal representations at this stage. This process should assist local authorities to review the representations and to consider what, if any changes should be made to the draft local plan before submission. These must be taken into account by the inspector at the examination.

4.13 **Submission** is the stage at which the documents are submitted for examination. Once the representations have been summarised, all specific documentation and information should be submitted to the Secretary of State with the representations that have been received in addition to the draft local plan document.

4.14 The **Examination** stage is when an independent inspector considers whether the draft local plan complies with the legislation, i.e. has been prepared in accordance with the Local Development Scheme and in compliance with the Statement of Community Involvement and Planning Regulations; has been subject to an Integrated Impact Assessment; has regard to national policy; conforms generally to the Regional Spatial Strategy (The London Plan); and has regard to any sustainable community strategy for its area. The inspector must also consider whether the document is sound, i.e.:

- positively prepared
- justified
- effective
- consistent with national policy

4.15 Having overseen the examination in public, the inspector then presides over a series of hearings on matters that require consideration and can hear submissions from interested parties. There is then a period for the inspector to write a report of the examination. When this is completed, it is binding on the local authority. Subject to the inspector's findings, the authority is then able to decide on adoption of the local plan document, having incorporated any amendments arising from the inspector's report and consulting on these changes. Once this is completed, the document can be published in its final form. A six-week period for legal challenges exists at this stage, after which the Local Plan Document can be formally adopted and incorporated into the Council's Development Plan.

## **How will we consult on Integrated Impact Assessments of Development Plan Documents?**

4.16 A key aim of the Local Plan is to contribute to the delivery of sustainable development. To ensure that this is achieved, the local development documents prepared, as part of the Local Plan will be subject to an ongoing Integrated Impact Assessment (IIA) process, incorporating the requirements of the European Union Directive on Strategic Environmental Assessment (SEA).

4.17 Integrated Impact Assessment is a requirement under the Planning and Compulsory Purchase Act 2004. The purpose of the IIA 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 Plan preparation and runs alongside the development of each of the Development Plan Documents.

4.18 **Step 1** of the process is to prepare a Scoping Report. This will be at the initial stage in the preparation of the DPD, 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 Historic England, Natural England, and the Environment Agency, and will consult other appropriate social and economic stakeholders as it sees fit.

4.19 The Scoping Report will cover the scope of the Integrated Impact Assessment to 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 IIA will be comprehensive and robust enough to support the development plan document during the later stages of full public consultation and examination.

4.20 **Step 2** is to undertake the Integrated Impact Assessment itself, while the DPD is being prepared. This will involve developing the IIA through consultation with relevant stakeholders, at the same time as we are consulting on initial proposals for the local plan. Formal consultation on the Integrated Impact Assessment Report will be undertaken at the publication stage (known as Regulation 19).

4.21 Consultation on the Integrated Impact Assessment Report must comply with the requirements of the SEA Directive and requirements for consultation on the plan. The findings of the IIA 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.

4.22 Once the DPD has been adopted, the Council will issue a statement summarising the Integrated Impact Assessment results and how 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 IIA Report will be made available to the public and other stakeholders alongside the adopted DPD.

## **How will we consult on Supplementary Planning Documents?**

4.23 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 an SPD that will provide guidance for homeowners on residential extensions and home improvements. The process for preparing SPDs is similar to the process for developing Development Plan Documents, except that the Council does not normally need to produce an Integrated Impact Assessment, and the documents do not have to be submitted to an Independent Examination by an Inspector.

4.24 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.

4.25 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. 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.

4.26 Documents produced 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.

4.27 The different methods that we use in developing policy documents within the Local Plan, broken down by stakeholder group, are indicated at Appendix 2 below.

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

4.28 This section of the SCI sets out how Council will deal with representations that are received from the community during the preparation of local development documents. It also sets out how we will report back on changes made following any community involvement.

4.29 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. Results will be communicated in a timely manner, however the actual period of time between the events and reporting back will vary, depending on the complexity, scale, and interest associated with the consultation programme.

4.30 Discussions with key stakeholders will form the basis for drafting local 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 Plan Documents**

4.31 Following each statutory 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
- Email respondents 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 Local Development Plan Document
- The Council may contact consultees where necessary to clarify any points raised and 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 Local Development Plan

Advisory Committee or, if appropriate, by Cabinet. It will also be made available on the Council's website and in all borough libraries.

- When reports are ready, we will inform consultees by email, through the Local Plan newsletter and on the Shaping Ealing webpage.

## **What is Neighbourhood Planning?**

4.32 Communities can now prepare neighbourhood plans (NP) to influence the future of their areas. These allow communities to set out their vision for their local area and general planning policies to guide development in their neighbourhood. Local groups can apply to the Council to be designated as a neighbourhood forum which is the 'qualifying body' for the preparation of neighbourhood plans

4.33 Ealing Borough currently has two adopted neighbourhood plans, in Central and West Ealing, and four designated neighbourhood forums in Central Ealing, Central Acton, Acton Hill and at Old Oak (which falls into the OPDC local planning authority area).

4.34 Government has emphasised the importance of the following key principles:

- NPs are initiated and led by the community who should decide what a plan contains so that plans are flexible enough to address different needs and expectations.
- They are not compulsory – you don't have to do it and it won't always make sense for a given area.
- They need to be in line with national and local planning policy i.e., it happens alongside and does not replace borough wide local planning. The local plan will continue to set out the priorities and development needs for the area.
- They are about shaping new development – not stopping it.
- They become part of the planning policy against which planning applications will be assessed.

4.35 More information, including on those neighbourhood areas that have been designated, can be found on the Council's website at: [What is neighbourhood planning? | Neighbourhood planning | Ealing Council](#)

## 5. Community Involvement in Proposed Development and Enforcement

### How will we consult on developers' proposals?

5.1 This section sets out what types of community involvement may be appropriate for different 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 Before considering proposed development which can be determined by Ealing Council, it should be explained that there are separate provisions for 'strategic' proposals that are considered by the Mayor of London, and even larger 'nationally significant' projects. It is expected under the Infrastructure Planning legislation<sup>9</sup> that applicants will be responsible for consulting with the community on their proposals at the pre-application and application stages of the scheme. The Council will assist the promoters of such projects in identifying the appropriate groups, bodies, and others who they should be consulting at the pre-application and application stages of the scheme. Developers are expected to have a Statement of Community Consultation (SoCC) and required to –

- consult the relevant local authority on what should be in the promoter's SoCC, which will describe how the promoter proposes to consult the local community;
- have regard to the local authority's response to that consultation in preparing the SoCC;
- publish the statement in a locally circulating newspaper, and as required by secondary legislation, and carry out consultation in accordance with the SoCC;
- consult a range of statutory consultees;
- set a deadline of at least 28 days by which responses to consultation must be received;
- notify the relevant authority of the proposed application;
- publicise the proposed application in accordance with regulations in secondary legislation;
- have regard to relevant responses to publicity and consultation; and
- prepare a consultation report.

The Council will forward as part of their Local Impact Report any observations that have been submitted regarding a nationally significant Infrastructure Project direct to the Council to the Major Infrastructure Planning Unit who will be responsible for the consideration and determination of these applications.

5.3 This emphasis on early involvement undertaken by the developer is carried through in Ealing's Statement of Community Involvement in respect of those projects for which the local authority is responsible. This is particularly important given that when an application is submitted, and the statutory timeframes for assessing planning applications will be considered in determining the level of consultation. The nature of the consultation required before and during the formal stages will usually be better-defined following discussion with planning officers at the pre-application stage.

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<sup>9</sup> Planning Act 2008 – Guidance on pre-application consultation. DCLG

## **What role do developers have to play in the consultation process?**

5.4 For reasons indicated above, 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. And for the community to participate in discussions with developers 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. In any event, developers proposing large scale, major or significant development will be expected to follow the set of ground rules defined in Appendix 3 below.

5.6 Before submitting an application, developers should detail the pre-application involvement that has taken place, in a 'Consultation and Involvement Statement'. Developers should invite participants to verify the Statement and any observations made by the participants at this stage should be added to the Statement. The Consultation and Involvement Statement must be submitted with the planning application. Pre-application discussions with the Council will help to establish the 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.

5.7 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 following their discussions.

5.8 On many small-scale applications, the applicant will not need to undertake pre-application consultation with the community. However, it is good practice to discuss proposals with anyone who could be affected by the development early on. The consultation process undertaken by the Council will be sufficient.

5.9 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 National Planning Casework Unit and/or National Unit for Land acquisition and Disposal and/or the Planning Inspectorate (on behalf of the Secretary of State) may also have to be informed of the proposal. It should be noted that the Secretary of State is not 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.

## **When can we use Planning Performance Agreements?**

5.10 A Planning Performance Agreement (PPA) is an agreement between the local planning authority and a potential applicant, to provide a project management framework for handling development proposals. Government guidance on the use of PPAs can be found in "Before submitting an application"<sup>10</sup>, Ealing Council has adopted a formal charter, indicating how large

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<sup>10</sup> [Before submitting an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/before-submitting-an-application)

and complex projects will be dealt with through PPAs in Ealing<sup>11</sup> It allows for early consideration of the impacts of major development alongside engagement with the local community.

5.11 The Ealing charter confirms that the Council is, and expects prospective applicants to be, committed to open and constructive community involvement. Appropriate local consultation will be established by the Council and applicant with the appropriate local amenity and resident groups.

5.12 Ward Members, and where appropriate the Chair and Vice Chair of the Planning Committee, will be involved at early stage of the pre-application process to develop an understanding of the issues and raise their own issues and concerns that they wish to be addressed. Members should not express views about the overall planning merits if they are contacted prior to determining applications at the Planning Committee and should not engage with any developer interest in the scheme.

5.13 Notwithstanding this, the Council will also undertake separate consultation as part of the formal planning application process.

5.14 The developer/applicant will be encouraged to undertake their own community consultation directly, the results and responses to which should be incorporated into their Statement of Community Involvement submitted with the application.

5.15 The NPPF Guidance advises that Pre-application engagement is a collaborative process between a [prospective applicant](#) and other parties which may include:

- [the local planning authority](#)
- [statutory and non-statutory consultees](#)
- elected members
- [local people](#)

It is recognised that the parties involved at the pre-application stage will vary on a case-by-case basis, and the level of engagement needs to be proportionate to the nature and scale of a proposed development. Each party involved has an important role to play in ensuring the efficiency and effectiveness of pre-application engagement.

5.16 The guidance suggests that these types of projects are likely to require a significant input from the Greater London Authority (where they are not the lead authority), government and non-government agencies, environmental bodies and/or specific consultees. The PPA project plan should therefore be used to identify the need to bring these agencies into the process as early as possible. Early engagement with all such bodies should allow the LPA and the applicant to plan their community engagement strategy better, to ensure transparency and openness.

5.17 Moreover, the planning system requires local authorities to engage communities in shaping places. To ensure that community engagement is effective and meaningful, LPAs and developers should start early, continue to communicate and ensure as many people as possible feel able to make a difference to their area. PPAs are an ideal opportunity to structure this by identifying the preferred approach to community engagement (which may be based on the Statement of Community Involvement), including the identification of the communities to

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<sup>11</sup> [Planning Performance Agreements | Pre-application advice | Ealing Council](#)

involve, the process of engagement and approach to incorporating their views, feedback and evaluation methods.

### **How will we assess pre-application consultation undertaken by developers?**

5.18 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 several 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 and involvement' 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.

5.19 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?**

5.20 This section sets out how the Council will provide the opportunity for residents, businesses, and other interested parties to comment on proposed developments that may have an impact on them. 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.

5.21 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, either by letter, site notice, newspaper advertisement or a combination, 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). To ensure a consistent approach to consultation on planning applications, consultation is undertaken in accordance with statutory requirements. Further information can be found on the Council's webpage "How to comment on planning applications" which is available here: [How to comment on planning applications | How to comment on planning applications | Ealing Council](#)

### **Notification**

5.22 There are no statutory requirements to publicise or re-consult on amended applications; National Planning Policy Guidance sets out the process for efficient and inclusive consultation of planning applications. Please refer to the government's guidance note, "[Consultation and pre-decision matters](#)" [for more information](#).

The Council will consider any comments made when it assesses the application. If an application is amended and officers consider that the amendments raise new issues, then a further notification may be carried out by a new site notice(s) being displayed (14 days).

5.23 In any case, not all types of applications received by the local planning authority require neighbour consultation, such as applications for Certificates of Lawfulness for Proposed Developments, prior notification applications (such as for certain types of telecommunications



developments) and applications for works to trees located in conservation areas or subject to Tree Preservation Order protection.

5.24 For applications for a Lawful Development Certificate for an Existing Use or Development, however, the Council will consult neighbours as they may well be best placed to either confirm or contradict the assertions made in support of such applications. However, any representations should be made based on factual information relating to the use or development subject to the application rather than the planning merits of the use or development.

5.25 In terms of 'operational development' such as the construction of buildings it will be necessary for an applicant to prove, on the balance of probability, that the building works concerned were substantially completed more than 4 years before the submission of an application.

5.26 In respect of the material change of use of a building to a residential use, including the conversion of a dwelling or dwellings into a greater number of residential units, it is also necessary for an applicant to prove that such a use has been undertaken for a period in excess of four years before the submission of an application. For all other uses of land and/or buildings it will be necessary for an applicant to demonstrate that the use has been carried out for a period of 10 years prior to the submission of an application.

### **Site Notices and Public Notices in the Press**

5.27 A statutory site notice and written confirmation of display is also necessary for other types of applications, for example:

- applications in a Conservation Area and for Listed Building Consent;
- proposals that are a "departure" from the Local Plan; and,
- proposals that require an Environmental Assessment or those that affect a public right of way.

Site notices are displayed for at least seven days and people have 21 days to respond, in a similar manner to written notification. There is also a legal requirement, in certain circumstances, for the Council to advertise certain applications in the local press. Examples of these applications include all those in Conservation Areas or affecting Listed Buildings; applications for ten or more houses or developments of over 1000m<sup>2</sup>; departures from the Local Plan and; developments that may affect those other than immediate neighbours.

5.28 Applications for Lawful Development Certificates for an Existing Use or Development will also be publicised on the Council's website and representations can be made electronically in the same way as with a planning application.

### **Notification on the Planning Services Webpage**

5.29 The following information is available on the Planning services website at:

[Planning and building control | Ealing Council](#)

[How to comment on planning applications | Ealing Council](#)

- Planning advice - your questions answered - This is general planning advice and redirects you to an external website.

- How to comment on a planning application
- Planning application forms, guidance and checklists
- Permitted Development Guidance
- Ealing Council works in partnership with the Planning Portal (opens in new window) to provide information about the planning system:
  1. Comprehensive guide to planning
  2. Appeals guidance
  3. Submit your appeal online
  4. Search for an appeal online
  5. Submit your application online
- Committee agenda and reports - Decisions determined by the planning committee can be viewed at: [CMIS > Committees > Planning Committee](#)
- Address search - Search for planning information related to your address or postcode. This information can be viewed at: [GIS Maps - Local Plan \(ealing.gov.uk\)](#)
- Planning application search - Search for new applications, enforcement, decisions and Tree Protection Orders. This information can be viewed at: [Simple Search \(ealing.gov.uk\)](#)
- Planning decisions search - List of planning decisions updated weekly. This information can be viewed at: [Weekly List \(ealing.gov.uk\)](#)
- Weekly planning list - List of planning applications updated weekly. This information can be viewed at: [Weekly List \(ealing.gov.uk\)](#)
- Conservation - Conservation areas in the borough and how we preserve and enhance them. Information on conservation areas and issues can be viewed at: [Conservation areas | Ealing Council](#)
- High hedges - Since 1 June 2005 local councils have had powers to assist residents who have concerns about the height of a hedge. Information on this issue can be viewed at: [High hedges - complaining to the council | High hedges | Ealing Council](#)
- Planning enforcement - Information about the enforcement of planning regulations. Further information can be viewed at: [Planning enforcement | Planning enforcement | Ealing Council](#)
- Planning permission - Information and guidance on submitting a planning application. Further information can be viewed at: [Making a planning application | Ealing Council](#)
- Pre-application guidance - Information on how to obtain advice prior to submitting a planning application. Further information can be viewed at: [Introduction | Pre-application advice | Ealing Council](#)
- Hazardous substance register - consists of a record of all known consents applied for under the Planning (Hazardous Substances) Regulations 1992. The register can be viewed at: [Hazardous substance register | Ealing Council](#)

- Contact us - Contact details for planning services can be found at: [Contact us: Planning | Contact us: Planning | Ealing Council](#)

## **How can you find out more about individual planning applications?**

5.30 Planning Application Search is a search facility to query the applications that the Council has on its register. You can search for applications based on various criterion including address details, date received, and date determined. This search facility can be accessed at: [Simple Search \(ealing.gov.uk\)](#)

5.31 If you want to find out more about a particular application, full details, including application forms, all drawings, and any supporting documentation, are available for inspection electronically on the Council's website. If you do not have access to a computer, you can go to your local library which will have public computers available for use. For your nearest library, see the list here: [Find your library | Ealing Council](#)

5.32 The Council also holds records of historical planning applications, and these can be made available on request.

5.33 In addition the Council provides a duty planning officer service where a planning officer is available to give general advice about general householder planning issues for any enquiries that cannot be dealt with by Customer Services staff. More information is available on the Council's website: [Householder development advice and duty officer appointments | Pre-application advice | Ealing Council](#)

5.34 Where paper copies of any planning application documents are required these can be provided, upon request, by Customer Services staff and there will be a charge for any photocopies. Some records will not be available immediately.

## **How will we deal with any objections to a planning application?**

5.35 If, after having considered the information provided, you wish to make comments on a planning application, the Council will deal with these as set out below.

5.36 Your comments should be submitted in writing via the on-line comment facility through the planning applications search engine on the Council's website. The case officer will consider all representations received as part of the assessment of the application. The case officer will then prepare a report on the application, which will include a summary of all representations that have been received, and the Council's response to the comments received. The application report will be available for the public to view, but the procedures differ between those cases determined by officers under delegated powers and those cases referred to the Planning Committee for determination.

5.37 For applications determined under delegated powers the officers' report will be available on the Council's website on the Planning Application Search facility and available for inspection after the decision on the application has been made.

5.38 If the application is to be considered by the Planning Committee the report can also be downloaded from the Council's website at: [CMIS > Committees > Planning Committee](#)

These reports will be available for inspection one week before the Planning Committee date. 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 register to address the Committee.

## **What is the consultation process for amendments to planning applications?**

5.39 Where amended plans are submitted in respect of current planning applications under consideration by the Council, Planning Services follows the advice provided by central government contained within Planning Practice Guidance – Consultation and pre-decision matters, which can be viewed here: [Consultation and pre-decision matters - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/consultation-and-pre-decision-matters)

## **Post-decision: non-material and minor amendments to planning applications**

5.40 The Council has an established Codes of Practice for Non-Material and Minor Amendments to Planning Permissions. These Code states that the Council will accept the following as minor amendments:

- The resulting scheme is reduced in size in any dimension, and this does not compromise the overall design and appearance, 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 and appearance, particularly in conservation areas; and
- 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.

Where any of the following examples apply, Ealing Council will not normally consider proposed works as ‘non- material amendments’:

- The resulting scheme would alter the nature or description of the development, o The resulting scheme is increased in size (by volume and/or height) to the extent where this would have a material impact on the design, external appearance and/or local amenity;
- There is an increase in the number of any openings, or a noticeable increase in size and/or location of openings (doors and windows), which would affect the external appearance of the proposal or result in loss of privacy or amenity to neighbours;
- The resulting scheme would have a poorer design by reason of loss of detail or lower quality materials that would impact on visual amenity;
- The amendment would result in the scheme becoming contrary to the adopted policies of the Council; and
- The resulting scheme would conflict with any existing planning condition.

For more details concerning minor material amendments to planning applications, see this section on applying for planning permission: [Applying for planning permission | Applying for planning permission | Ealing Council](#)

5.41 The Council has an established Code of Practice for Minor Amendments to Planning Permissions that have already been granted planning permissions<sup>12</sup>. 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.

5.42 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. In addition, the Government has produced guidance, in October 2010, relating to minor material amendments to approved planning proposals which confirms that developers can apply, under the terms of Section 73 of the Town and Country Planning Act (which allows changes to the conditions applying to existing permissions) if the permission includes a suitable condition listing approved plans. The guidance contains a definition of 'minor material amendment' stating that: *"A minor material amendment is one whose scale and nature results in a development which is not substantially different from the one which has been approved."*

5.43 If a proposed amendment does not meet the criteria set out in the Code of Practice a revised application will be invited and, when submitted, a site notice will be displayed near the site to publicise the new application.

### **How do we determine planning applications?**

5.44 The formal decision whether to grant or refuse a planning application can be made by either:

- a. the Planning Committee; or
- b. under delegated authority by named senior officers.

5.45 In cases where authority has been delegated to named officers, the level of authority depends on the nature and complexity of the application.

### **Decisions made by the Planning Committee**

5.46 The majority of applications are determined by officers under delegated powers, but some are determined by the Planning Committee. The Planning Committee comprises a group of elected Members who currently meet on a monthly cycle to determine applications that are complex and/or controversial in nature, for example:

1. Where the Chair or Vice Chair of Planning Committee has requested that the application be determined by Committee and has given written reasons.
2. Where a Conservation Area Advisory Panel, local amenity group, registered residents' association, ward councillor or a statutory consultee has made a valid planning objection, and the recommendation is not to refuse permission, and the Chair or Vice Chair of Planning Committee has agreed that the application be determined by Committee and has given written reasons.
3. Where the Proper Officer has decided that the application is appropriate to be determined by Committee.

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<sup>12</sup> Available on the council's web site at: [Minor material amendments | Applying for planning permission | Ealing Council](#)

4. Where the Committee has requested that the application or type of application in question be determined by Committee, and this request has been minuted, and that the request was made less than one year previously.
5. Where the application seeks permission for development falling into one or more of the following categories and the recommendation is not to refuse permission:
  - a. Office floor space in excess of 2,000 sqm.
  - b. Retail floor space in excess of 2,000 sqm.
  - c. Industrial warehouse floor space in excess of 5,000 sqm
  - d. Residential development consisting of 50 units more or 0.5 hectares.
6. Where applications which are advertised as a departure from the Local Plan are recommended for approval
7. Applications for deemed consent by the Council, except for details pursuant to conditions or applications that raise no significant issues.
8. Applications requiring referral to other statutory bodies or determination and not otherwise covered by the categories above.
9. Applications which have previously been recommended for approval by Committee subject to completion of a s106 agreement, and the permission has not been issued within 2 years of that recommendation.

5.47 At the Planning Committee the Members are provided with a report prepared by the planning case officer that gives details of the development, details of any representations that have been received, an assessment of the development (including consideration of relevant local plan policies) and the Council's recommended decision to grant or refuse. Conditions or reasons for refusal are also included in the report, as are details of any Legal Agreement where required. The report is then debated by the Committee and a decision made to grant, refuse, or defer the application. Members of the Committee must abide by "The Code of Conduct for Planning Committee Members" in relation to planning matters<sup>13</sup>.

5.48 The Council gives an opportunity for public speaking at the Planning 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 number of applications considered at Committee and the resultant time constraints, normally only one person will be given this right. However, the Chairman does have discretion to allow additional speakers if they consider this would be appropriate in the particular circumstances of the case.

5.49 The speaker will be allowed up to three minutes to address the Committee. If more than one person requests to speak then they will be asked to agree between themselves who will be the nominated speaker. If the parties cannot agree then the Council will use a lottery system to decide who will be given the right to speak. Any person wishing to speak 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, then the applicant, or their nominated representative, has a right to respond.

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<sup>13</sup> This is available on the council's web site at:

[Council constitution: Part 5 - Codes and protocols | Ealing Council](#)

## **Decisions made by officers**

5.50 For the majority of planning applications submitted to the Council decisions can be made by - officers within the service, without reporting the case to the Planning Committee. Where representations have been received on applications determined under delegated powers these will be given full consideration and will be recorded and responded to within the officers' report. The decision will be publicised on the Council's website and the officers' report will also be available for inspection.

## **Planning appeals**

5.51 Applicants have a right of appeal to the Secretary of State if:

- They are refused permission; or
- They do not receive a decision within the statutory determination period; or
- They do not agree with any conditions imposed on their permission.

The Planning Inspectorate deals with appeals on behalf of the Secretary of State. The Planning Inspectorate's website is available here: [Planning Inspectorate - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

5.52 The timescales within which an appeal may be lodged does vary between different types of application and in respect of appeals against the service of an enforcement notice. Specifically the timescales are as follows:

- Planning Appeals - within 6 months of the decision date or the date when the decision should have been made (or 12 weeks if a householder application);
- Advertisements - within 8 weeks of the date of the decision;
- Listed Building & Conservation Area Consent Appeals - within 6 months of the decision date;
- Enforcement Appeals - within 28 days of receipt of the notice or by the date the Enforcement Notice takes effect;
- Tree Preservation Appeals - within 2 months of the date of the decision.

5.53 Once the Planning Inspectorate has confirmed that an appeal is valid the Council will notify interested parties in accordance with the statutory requirements. Notification letters will be sent to:

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

5.54 In addition, where an appeal is to be dealt with by way of the Informal Hearing or Public Inquiry process a site notice will also be displayed. Notice of a Hearing or Inquiry must be posted on site and advertised in a local newspaper at least 4 weeks before the hearing/inquiry.

5.55 Appeal decisions are available for the public to view as part of the public register, available at the Council's Customer Services Centre, or on the Council's website for applications submitted since 2008. Any persons who objected to the Planning Inspectorate as part of the appeal process will be sent a copy of the decision by them.



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

5.56 An important role of the Place Directorate 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.

5.57 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.

5.58 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.

5.59 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.

5.60 The Planning Enforcement team do not investigate encroachment issues, party wall issues, trespass, damage to property, or boundary disputes as these are civil matters. Should members of the public have a concern relating to these issues, they should seek independent legal advice.

5.61 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 Planning and Compulsory Purchase Act 2004 introduces the power to issue temporary stop notices, without the need to serve a contemporaneous enforcement notice.
- 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.
- the ability to seek an injunction, in the High Court or County Court, to restrain any actual or expected breach of planning control.
- the power, under Section 215 (s215) of the Town & Country Planning Act 1990 (the Act), in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. If it appears that the amenity of part of their area is being adversely affected by the condition of neighbouring land and buildings, the council may serve a notice on the owner requiring that the situation be remedied. These notices set out the steps that need to be taken, and the time within which they must be carried out. LPAs also have powers under s219 to undertake the clean-up works themselves and to recover the costs from the landowner
- the power, under section 207 of the Act, to issue tree replacement notices (TRNs), where the landowner's duty to replace a tree which is removed in contravention of a tree protection order (TPO) is not complied with under section 206(1) of the Town and Country Planning Act 1990 as amended (the 1990 Act). These powers are also available where a tree is removed in a Conservation Area in contravention of section 211 of the 1990 Act (i.e. without giving the council six weeks' notice) and in circumstances when a condition to plant a replacement tree, on a consent to fell a tree under a TPO, is not complied with.
- the power to remove unauthorised advertisements under Section 11 of the London Local Authorities Act 1995 (as amended). This power enables Councils to serve a notice requiring the removal, within a period of at least 21 days, of any unauthorised advertisement, which was not displayed prior to 1st April 1990.
- the power to remove advertisements benefiting from deemed advertisement consent if they issue a discontinuance notice under Regulation 8 of the Town and Country Planning (Control of Advertisements) Regulations 2007 (as amended). Unless a condition was placed on the original permission seeking removal of the advertisement after the time period allowed for display. A discontinuance notice can only be issued if the Council is satisfied that it is necessary to do so to remedy a

substantial injury to the amenity of the locality (i.e. visual amenity grounds) or a danger to members of the public (i.e. public safety grounds).

5.62 If a member of the public suspects a breach in planning control, they should inform the Planning Enforcement Team at Ealing Council, by logging a request on the following webpage: [Report a breach of planning regulations | Report a breach of planning regulations | Ealing Council](#)

5.63 Alternatively email [planningenforcement@ealing.gov.uk](mailto:planningenforcement@ealing.gov.uk) or contact Customer Services on 020 8825 6600. Prior to logging a complaint, members of the public are encouraged to review the planning history of a site by searching the site address on the Council's online planning applications search page: [Simple Search \(ealing.gov.uk\)](#)

5.64 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. Any photographs that may assist the investigation
- h. Names, addresses, telephone number of persons involved, e.g., owner, occupier, interested party (if you know this)
- i. Your name, address, and contact number (anonymous complaints are not investigated)

5.65 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.

5.66 Once the issue has been investigated there may be cause to take enforcement action. If there is, then the case officer will first try to negotiate a remedy, if appropriate. If the negotiation fails, the officer writes a report recommending enforcement action. The report details the alleged breach(es), the reasons why action should be taken, 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 reviewed by a senior officer with delegated powers, for their agreement to serve the notice. The approved reports are available for inspection at the Council's offices on request or by contacting the Planning Enforcement Team at [planningenforcement@ealing.gov.uk](mailto:planningenforcement@ealing.gov.uk).

5.67 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?**

5.68 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. [Planning obligations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/planning-obligations) provides guidance on planning obligations.

5.69 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.

5.70 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.

5.71 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.

5.72 Where the approval of a planning application would have a social impact (i.e. it is classified as a major 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.

5.73 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.

5.74 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 which is placed in the public planning register.

5.75 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.

5.76 People in the community not only demand provision to meet the social impacts of development; they often deliver social provision, i.e., community organisations that provide care, sports, or cultural activity.

## **How can communities get involved in setting a tariff for the Community Infrastructure Levy associated with development?**

5.77 The Council is proposing to introduce a Community Infrastructure Levy (CIL) for the infrastructure necessary to address the effect of new development on the existing infrastructure and any funding gap in providing this infrastructure, as highlighted in the Council's Infrastructure Delivery Plan, in place of the present contributions negotiated through an Agreement under Section 106 of the Town and Country Planning Act 1990, as amended. CIL will apply to new buildings and extensions creating 100 square metres of additional floorspace (except if proposed by charities for charitable purposes) or 1 additional dwelling (except if it is affordable housing).

5.78 A draft CIL tariff will be proposed by the Council, in accordance with the requirements of the Community Infrastructure Levy Regulations 2010 as amended, and a consultation exercise with the local community and stakeholders for at least 4 weeks will be undertaken. Persons can request to be heard before an independent Inspector concerning the proposed tariff. The Council has to accept any modifications to the tariff required by the Inspector (unless it introduces a new tariff and undertakes the necessary consultation) before it is adopted by the full Council.

## **How can you get involved in Conservation Area designations?**

5.79 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.

5.80 As well as the normal planning and building controls that affect all properties, there are some extra controls that 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.

5.81 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. Conservation Area Advisory Panels (CAAPs) play an important role in Conservation Area reviews and the Council will work with CAAPs to ensure their views are taken into consideration. For the latest information on Conservation Areas, reviews, and proposed changes, see the Conservation Page on the Council's website:

[Conservation | Ealing Council](#)

5.82 Local people can get involved in the process in the following ways:

- If your enquiry is in relation to a heritage asset that is affected by a planning application, contact: [planning@ealing.gov.uk](mailto:planning@ealing.gov.uk)
- If your enquiry is about conservation areas or heritage assets in general, or you would like to become a member of your local Conservation Area Advisory Panel (CAAP), contact: [localplan@ealing.gov.uk](mailto:localplan@ealing.gov.uk)

5.83 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, amenity/community,

voluntary sector, and stakeholder groups) and other 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 with Conservation Area Advisory Panels.
- 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, newsletters, and local media.
- A public meeting with local residents and interest groups in the area/areas affected by the review.

### **How can you get help to put your point of view across?**

5.84 There is a great deal of information contained in this document, and in the references to other relevant documents. Contacts are also provided to appropriate Council officers who can help. Independent advice and support can of course be provided by planning consultants, and through the Royal Town Planning Institute's Planning Aid for London group. Contact details are provided at the end of Chapter 6 below.

## **6. Statement of Community Involvement: Preparation, Action, Monitoring and Review**

### **Is there community involvement in preparing the SCI?**

6.1 As a document about community involvement and participation, the Statement of Community Involvement was initially subject to a statutory community consultation process, as is set out in the 2004 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 the then 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 SCI was last revised and updated in July 2015. From 6 April 2018, local planning authorities are required to review their SCI every five years.<sup>14</sup>

6.4 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 recently set up a Race Equality Commission to address the impact of inequality on people in Ealing, which can be viewed on the Council website here: [Race Equality Commission | Race Equality Commission | Ealing Council](#)

6.5 The Council also has a duty to comply with the Equality Act 2010. 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 Disability Discrimination Act 2005, public authorities must work to eliminate discrimination against disabled people. For further information on the Council's duty and other aspects of diversity and equality, please see the Council's website: [Equality and diversity | Ealing Council](#)

6.6 The Council also has responsibilities under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)<sup>15</sup>, with respect to the information that it holds in the Local Plan consultation database. The Council's policy on data protection is set out on the Ealing Council website at: [Data protection | Ealing Council](#)

6.7 The Council has also applied its equalities impact assessment methodology and equalities action planning to the Statement of Community Involvement. This considers the impact of proposals on different groups in the population before decisions are taken and indicates any implications for targeted community involvement required.

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<sup>14</sup> The Town and Country (Local Planning) (England) (Amendment) Regulations 2017/1244

<sup>15</sup> [Guide to the General Data Protection Regulation - GOV.UK \(www.gov.uk\)](#)

## **How will the Statement of Community Involvement be turned into action?**

6.8 Consistent with government and local policy, the Council has maintained dialogue with people interested in business, development, the environment, and the local area. The SCI has been used as the basis for discussions about community involvement in specific plans and proposals. As experience has been gained, the performance of previous consultation and involvement exercises has informed choices about future community involvement. The outcomes of this and future rounds of consultation will be reviewed and, if necessary, amendments suggested to the SCI.

## **Who will make the Council comply with its SCI?**

6.9 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.

6.10 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?**

6.11 The Council has a corporate Complaints Procedure (with full details online at: [What is a complaint? | Complaints | Ealing Council](#))

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

6.12 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. 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 information on planning and community involvement?**

6.13 Information and advice is available from the Council as follows:

- Planning Policy webpage: [Planning policy | Ealing Council](#) or email: [locaplan@ealing.gov.uk](mailto:locaplan@ealing.gov.uk)
- Development Management webpage: [Planning and building control | Ealing Council](#) or email: [planning@ealing.gov.uk](mailto:planning@ealing.gov.uk)
- Customer Service: [Contact us | Ealing Council](#) or telephone: 020 8225 7733

6.14 Free, independent advice is available to community groups and individuals unable to afford planning consultants from **Planning Aid for London**. This is a voluntary planning

organisation, backed by the Royal Town Planning Institute, which provides information, training, and assistance on a range of planning issues. Contact details are provided below:

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

Tel. 020 7247 4900

[Info@planningaidforlondon.org.uk](mailto:Info@planningaidforlondon.org.uk)

[Website: Home - Planning Aid for London](#)

6.15 Finally, the Royal Town Planning Institute can provide a list of practicing accredited professional consultants who can assist in responding to development policies or formulate development proposals. See <http://www.rtpiconsultants.co.uk/>



# Appendix 1: Glossary of Terms

<b>Adoption</b>	The final stage of putting a local plan in place. This requires confirmation by a full meeting of the local planning authority and a publicly available copy of the plan, an adoption statement, and Integrated Impact Assessment.
<b>Article 4 Direction</b>	An Article 4 Direction is made by the local planning authority. It restricts the scope of permitted development rights either in relation to a particular area or site (e.g. Conservation Area, listed building) or a particular type of development (e.g. office conversion to residential).
<b>Authorities' Monitoring Report (AMR)</b>	The AMR assesses the implementation of the <b>Local Development Scheme</b> and the extent to which policies in <b>Local Development Documents</b> are being successfully implemented. Previously known as the Annual Monitoring Report, it is no longer required to be updated annually.
<b>Community Review Panel</b>	A panel selected from people who live or work in the borough who meet about once a month to discuss and give their views on development proposals, local plan, and other planning policy documents. The panel's recommendations feed into decisions made by the council and are seen as a formal part of the planning process.
<b>Consultation</b>	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.
<b>Core Strategy</b>	A <b>Development Plan Document</b> which sets out the long-term spatial vision for the Borough, the spatial objectives, and strategic policies to deliver that vision. Ealing's document is entitled 'Ealing's Development Strategy 2026'.
<b>Delegated Authority</b>	In relation to planning permission, delegated powers are used by Local Planning Authorities (LPA) to deal with some planning applications. Delegated powers enable planning officers to determine applications themselves without needing a decision from the planning committee. The majority of mainly minor applications are dealt with in this way.
<b>Design Review Panel</b>	An independent panel comprising 20 members who are leading professionals, providing a broad range of expertise including architecture, urban design, landscape, heritage, sustainability, inclusive design. They provide additional expert advice to inform the planning process with reports published alongside other documents related to an application and included in planning committee reports.
<b>Development Plan</b>	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 ' <i>London Plan</i> ') and the <i>Development Plan Documents</i> contained within its <i>Local Development Framework</i> .

<b>Development Plan Document (DPD)</b>	A planning policy document that makes up part of the Local Plan. It is a <i>Local Development Document</i> which must be subjected to a statutory <i>adoption</i> process before it can be formally adopted by the authority. The process consists of consultation, submission of the document to the Secretary of State, <i>Examination</i> , receipt of <i>Inspector's Report</i> , and formal adoption.
<b>Examination</b>	A term used in the preparation of a <i>Development Plan Document</i> which involves the examination into the soundness of the plan and receipt of the Inspector's binding report. Part of the examination process includes a formal hearing presided over by a Planning Inspector appointed by the Secretary of State, to consider the policies and proposals of the local planning authority's <i>Development Plan Documents</i>
<b>Inspector's Report</b>	A report issued by the Planning 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.
<b>Issues and Options</b>	Produced during the early production stages of the preparation of DPDs and may be issued for consultation.
<b>Integrated Impact Assessment (IIA)</b>	An assessment of how policies could influence the environment, health, and equalities. As an assessment covers these three different areas, it is called an Integrated Impact Assessment (IIA). The purpose of the IIA is to highlight, and where possible address any undesirable effects that may arise for the environment, on health and equalities as well as identify opportunities for improvement.
<b>Local Development Framework</b>	A "folder" of consisting of <i>Local Development Documents</i> , <i>Statement of Community Involvement</i> , the <i>Local Development Scheme</i> , and <i>Authorities' Monitoring Reports</i> , drawn up by the local planning authority, which together provide the framework for delivering the spatial planning strategy for the area.
<b>Local Development Scheme</b>	A document setting out the local planning authority's programme for its <i>Local Plan</i> ; in particular, the <i>Local Development Documents</i> it intends to produce and the timetable for their production and review. revised as necessary.
<b>Local Plan</b>	The plan prepared by a local planning authority in consultation with its community. It sets out a vision and a framework for the future development of an area. It includes <i>local development documents</i> such as site allocations, strategic policies, development management policies and a policies map. Once adopted it becomes part of the local planning authority's statutory <i>Development Plan</i> .
<b>Local Strategic Partnership (LSP)</b>	Partnerships of stakeholders who develop ways of involving local people in shaping the future of their area (important private, public, and voluntary sector organisations in the borough).
<b>London Plan</b>	This is the Regional Spatial Strategy for London. It is produced by the Mayor of London to provide a strategic context for the local planning authorities' Local Plans. The latest London Plan was published in

	March 2021. All local plans must be in general conformity with the London Plan.
<b>Minor Amendment to a planning application</b>	<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"> <li>- increasing the size of the development in any way (including height, depth, and volume);</li> <li>- altering the facade in a manner that could lead to increased overlooking of neighbouring properties;</li> <li>- materially changing the design; or</li> </ul> <p>in any way materially altering the impact of a development on the amenities of neighbouring properties, or the character of the area.</p>
<b>National Planning Policy Framework (NPPF)</b>	The NPPF and associated guidance sets out Government's planning policies for England and how these are expected to be applied. It must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decisions. It came into effect in March 2012. It was revised in July 2018 and updated in February 2019 and revised again in July 2021.
<b>Planning Inspectorate (PINS)</b>	Government body whose main work is the processing of planning and enforcement appeals and holding inquiries into local plans. They deal with a wide variety of other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.
<b>Policies Map (previously known as the Proposals Map)</b>	<p>A <i>Development Plan Document</i> which comprises a map of the local planning authority's area, and shows:</p> <ul style="list-style-type: none"> <li>- Existing and revised designations of areas of land;</li> <li>- Sites for particular future land uses or developments;</li> <li>- Locations of proposed or actual area plans.</li> </ul> <p>The Policies Map must be revised as each new Development Plan Document is adopted.</p>
<b>Site Specific Allocations</b>	Allocations of sites for specific or mixed use developments that form part of a Local Plan. Ealing's current document is called <i>Development Sites, 2013</i> .
<b>Statement of Community Involvement (SCI)</b>	This 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 Local Development Documents and in development management decisions.
<b>Strategic Environmental Assessment (SEA)</b>	A generic term used to describe environmental assessment as applied to policies, plans and programmes. It forms part of an Integrated Impact Assessment (IIA).
<b>Supplementary Planning Document (SPD)</b>	A <i>Local Development Document</i> which provides supplementary information in respect of policies in <i>Development Plan Documents</i> . Supplementary Planning Documents do not form part of the <i>Development Plan</i> and are not subject to <i>Examination</i> .

## Appendix 2

### DETAILING LOCAL PLAN COMMUNITY INVOLVEMENT

This Appendix first identifies the relevant stakeholders, including community organisations and individuals, and how they might be involved in the process. Then, further detail is introduced in respect of the different groups in the community. Finally, the community involvement methods expected at the different stages of the preparation of Local Plan documents is set out. The programme indicated is for development plan documents, but it is applied as required in preparing supplementary planning documents and other documents related to the Local Plan.

TABLE 1      How we will involve different stakeholders in the Local Plan?

TABLE 2      Range of methods for engaging with different groups

TABLE 3      Community Involvement in Local Plan Documents

**Table 1: How we will involve different stakeholders in the Local Plan?**

<b>Stakeholders – all apart from the specific consultation bodies listed in box 1, are regarded as general consultation bodies</b>	<b>Development Plan Documents<sup>16</sup></b>	<b>Other Documents<sup>17</sup></b>	<b>Method</b>
<b>Specific Consultation Bodies</b> (see para 3.2 above)	✓	✓ Where appropriate	Ealing website, letter / email, questionnaire / survey, joint working groups
<b>National / Regional Organisations:</b> e.g. Transport for London, London Energy Partnership, Carbon Trust, The Energy-Saving Trust, Canal and River Trust	✓	✓ Where appropriate	Ealing website, letter / email, questionnaire / survey, joint working groups
<b>Councillors</b>	✓	✓	Cabinet, Committees (e.g. Local Development Plan Advisory Committee), Council Members' Training
<b>Internal Departments</b>	✓	✓	Management groups, officer groups, email distribution, intranet, officer training
<b>Local Strategic Partnership</b>	✓	✓ Where appropriate	LSP and successor groups, reports, meetings, questionnaires / surveys
<b>Local Plans database</b> - individuals and groups who have commented on the Local Plan or requested to be on the database, through surveys and other methods	✓	✓ Where appropriate	Email, questionnaire / survey / joint working or focus groups
<b>Residents</b>	✓	✓ Where appropriate	Ealing website and other local media, surveys through digital engagement platform, meetings of local forums/resident's associations, leaflet / brochures, focus groups, exhibitions, pop up

<sup>16</sup> Ealing's development plan documents currently comprise - Development Strategy 2026, Development Sites & Development Management policy documents, Schools DPD and the Joint West London Plan for Waste

<sup>17</sup> Other Ealing documents include - Supplementary Planning Documents, SCI, AMR, LDS, evidence base and background documents

<b>Stakeholders – all apart from the specific consultation bodies listed in box 1, are regarded as general consultation bodies</b>	<b>Development Plan Documents<sup>16</sup></b>	<b>Other Documents<sup>17</sup></b>	<b>Method</b>
			events, drop-in events, information held at community buildings e.g., Councils Customer Services Centre, libraries, 'Around Ealing' Council magazine,
<b>Visitors</b>	✓	✓ Where appropriate	Ealing website, information held at community buildings e.g. Councils Customer Services Centre, libraries.
<b>Education institutions</b> - from pre-school to higher education including universities	✓ Where appropriate	✓ Where appropriate	Email, questionnaire / survey, joint working or focus groups
<b>Business community, land owners, developers, and their agents:</b> House Builders Federation, Ealing Housing Associations Forum, individual major developers and land owners, planning agents/consultants and architects, Town Centre Partnerships, West London Business, Regeneration Partnerships/Forums, chambers of commerce and other local businesses and business groups	✓	✓ Where appropriate	Ealing website, Ealing Times, or other local media, local forums, LSP, email, leaflet / brochures, formal written consultation, focus groups, exhibition, 'Around Ealing' Council magazine, surveys through digital engagement platform
<b>Planning Services User Group</b>	✓	✓	Providing updates on progress and timetables for engagement.
<b>Community &amp; Voluntary Groups with local area and/or topic interest:</b> amenity and conservation groups, Conservation Area Advisory Panels, cultural organisations, environmental groups, faith groups, health care groups, housing interest groups, local residents and tenants' associations, the Residents' Panel, users of community facilities.	✓	✓ Where appropriate	Ealing website, local media, meetings of local forums, LSP, leaflet / brochures, formal written consultation, focus groups, email, exhibitions, 'Around Ealing' Council online magazine, questionnaires, surveys through digital engagement platform.

**Table 2: Range of possible methods for engaging with different groups**

Group	Possible Methods
<b>Children / Young People</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Involvement of Youth Mayor</li> <li>▪ Visits to schools</li> <li>▪ Council presence at community events</li> <li>▪ Youth Forum meetings</li> </ul>
<b>Disabled People</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Targeted workshops or focus groups</li> <li>▪ Committee documents published in large font</li> <li>▪ Local radio advertising</li> </ul>
<b>Ethnic Minority Groups</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Use of translation services</li> <li>▪ Targeted workshops or focus groups</li> <li>▪ Local community publications</li> <li>▪ Local radio advertising</li> </ul>
<b>Older People</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Targeted workshops or focus groups</li> <li>▪ Presentations at Lunch Clubs/Women's Groups/ Organisations etc.</li> <li>▪ Local community publications</li> <li>▪ Local radio advertising</li> </ul>
<b>People whose First Language is not English</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Translation/ interpretation services</li> <li>▪ Oral/written information</li> </ul>
<b>People who lack time/ resources to participate or are digitally excluded</b>	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ 'Around Ealing' Magazine</li> </ul>

Group	Possible Methods
	<ul style="list-style-type: none"> <li>▪ Web based consultation</li> <li>▪ Email updates / newsletters</li> <li>▪ Local media coverage</li> <li>▪ Roadside Displays</li> </ul>
Travellers, Gypsies, Homeless People and Refugees	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Visits</li> <li>▪ Community workshops</li> </ul>
Women	<ul style="list-style-type: none"> <li>▪ Digital engagement platform / web / surveys</li> <li>▪ Email updates / newsletters</li> <li>▪ Targeted workshops or focus groups</li> <li>▪ Drop-in information sessions</li> <li>▪ Visits to women's groups</li> <li>▪ Council presence at community events</li> </ul>



**Table 3: Community Involvement in Development Plan Documents**

Consultation Tool	Method	Why this method?	Result
<b><i>Stage 1: Preparation</i></b>			
Preparing the Evidence Base for the Local Plan	The Evidence Base is made up of background papers, reports, technical information, studies, consultant's reports, good practice notes etc. This information is made available to stakeholders via our website; newsletters, and, where appropriate, for the digitally excluded in hard copy from the Planning Policy 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 people's capacity to be involved in it.	Training 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. Information on the planning system will be provided via Ealing website; community interest groups and the local media.	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.
Informal public and stakeholder consultation	A variety of methods 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.	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 and issues which concern the public and stakeholders. This generates sense of ownership in the planning policy process.

Consultation Tool	Method	Why this method?	Result
Integrated Impact Assessment Scoping Report	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.	Rigorous IIE process as a result of the input of interested stakeholders.
<b>Stage 2: Initial Proposals</b>			
Public and Stakeholder Consultation on Initial Proposals (Regulation 18)	<p>Depending on the document, a range of methods will be used to consult with the community, including:</p> <ul style="list-style-type: none"> <li>• Written/email notification sent to all who have registered previous interest in receiving local plans newsletter. notification by email/newsletter,</li> <li>• questionnaires/surveys,</li> <li>• notice in the local and other media,</li> <li>• posting of information on the Ealing Website, at the Councils Customer Service Centre and at libraries across the borough,</li> <li>• internal officer group consultation,</li> <li>• one-to-one meetings and workshops with stakeholders.</li> </ul>	<p>Statutory requirement (a minimum six-week consultation period, Regulation 18)</p> <p>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.</p> <p>Demonstrates to consultees how their comments have informed the next stage in the production of the development plan document.</p>	Wide range of responses from the community will help to inform the final Submission Document.
Initial Integrated Impact Assessment 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.	Rigorous IIE process as a result of the input of interested stakeholders.

Consultation Tool	Method	Why this method?	Result
Reporting back on consultation.	Assessing the representations received, the main outcomes of this consultation will be published on the Ealing website. Those who responded to the consultation will receive updates via email/newsletters. Reports to relevant Committees, Cabinet, and internal officer groups.	To demonstrate to consultees how their comments have informed the next stage of production of the development plan document.	Stakeholders' views are understood, and progress made toward preferred policies.
<b>Stage 3: Final Proposals</b>			
Preparation of development plan document for publication prior to submission to the Secretary of State  GLA request conformity with London Plan.	When the document has been prepared, a Statement of Compliance, the Integrated Impact Assessment 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.  Notice of submission placed on the Council's web pages and, if relevant, local media, inviting people to comment on the submission document during a minimum six-week period. In addition, statutory bodies and other internal and external stakeholders will be notified by newsletter/email and, if appropriate, by letter. Copies will be available at libraries, on the Ealing website and at the Customer Services Centre. Where requested, community language translation/interpretation may be used.	Statutory requirement (Regulation 19).  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 prior to formal submission to Secretary of State.
Publication of Integrated Impact Assessment Report	Publication of the Integrated Impact Assessment is subject to the same minimum six-week formal consultation period as the document which it supports, and as such, it must be advertised on the Council's web pages and, if relevant, local media. In addition, statutory bodies and other internal and external stakeholders will be notified by newsletter/email and, if appropriate, by letter. The document will be available	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.

Consultation Tool	Method	Why this method?	Result
	on the Ealing website, in libraries and at the Customer Services Centre.		
Representations on submitted DPD.	Anyone can make a formal, written representation on the DPD during this period. Representations received will be considered by the local planning authority and responded to so that the Inspector is aware of them at the independent Examination.	Formal consultation opportunity. Minimum six-week representation period from date of publication.	Representations on the soundness of the document, and the Council's response.
Publication of Representations on documents and accompanying material.	Representations made available for others to view on the Ealing website, at the Customer Services Centre, and at libraries across the borough.	Statutory requirement (Regulation 19). Information sharing process.	Maintain awareness and transparency in and of the planning system.
<b>Stage 4: Submission</b>			
Finalisation of development plan document for submission to the Secretary of State	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 20-22) 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 (Regulations 20--22)	Positive response to representations or to changed circumstances and maintain awareness and transparency in and of the planning system.

Consultation Tool	Method	Why this method?	Result
<b>Stage 5: Examination</b>			
Pre-examination meeting.	If the Inspector feels that it is necessary, a pre-examination meeting held. The meeting will be advertised on the Ealing website, by public notice in the Ealing Gazette, email / written notification to consultees. The meeting is 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 Local Plan as a whole are sound. The examination timetable will be advertised on the Ealing Website, by public notice in local media if relevant, and by newsletter/email 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 24)  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 25)	To ensure the outcomes of the Examination are in the public domain.
<b>Stage 6: Adoption</b>			
Publication of Adoption notice	Formal advertisement of the adoption of document as part of Local Plan, and reference to High Court appeal procedures, made via the Ealing website and, if appropriate, local media. Individuals / organisations who took part in the process (everyone on the Local Plans database who has indicated an interest) informed by newsletter/email. Copies of the adopted DPD and adoption statement, the Final	Statutory requirement (Regulation 26). It ensures all those who took place in the process are informed of the final outcome.	Document is formally adopted

Consultation Tool	Method	Why this method?	Result
	Sustainability Report and the Inspectors Report made available for inspection at the Council's Customer Service Centre, libraries and on the Ealing website.		
Issue Statement of Compliance with the SCI	A Statement of Compliance with the SCI must be prepared for each document that reaches the adoption stage. 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 SCI is 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
Monitoring and Review	The plan making process assessed in discussion with community organisations, and as required reported in the Authorities' Monitoring Report. The Statement of Compliance produced for every DPD / SPD will be used in the monitoring report. The monitoring process will identify if SCI needs review.	To show that a) the SCI is being implemented b) Progress being made on LDS milestones c) Success or otherwise, of Local Plan policies.	Plan making process continues to be inclusive and accessible.

# Appendix 3:

## Range of methods available for involving the public in Developers' Proposals

Consultation Method (for Applicants or Service)	A. Pre-app Developer's pre-application community involvement on prospective applications of different categories.	B. Major Large scale, major and significant applications (Full or outline applications for development as defined in the notes below)	C. Other Applications other than those in categories B or D.	D. Householder Householder Applications, Listed Buildings, Conservation Area Consents
1. Pre-Application meetings	B, C where appropriate	✓	✓ where appropriate	N/A
2. Site notice to notify neighbouring residents and/or relevant interest groups.	B	✓ Where appropriate	✓ Where appropriate	✓ Where appropriate
3. Developer's community involvement consultant	B – large scale; others if appropriate	Certainly large-scale projects, others if appropriate	N/A	N/A
4. Independent professional facilitator to host forums or workshops	B	✓ Where appropriate	N/A	N/A
5. Events targeted to specific sections of the population	B; C if appropriate	✓ Where appropriate	✓ Where appropriate	N/A
6. Mail drop to communities with questionnaire or information on community involvement	B	✓ Where appropriate	N/A	N/A
7. Postal or street survey questionnaires or web-based questionnaires running alongside other types, with subsequent feedback.	B; C if appropriate	✓ Where appropriate	N/A	N/A

8. Public exhibitions at local and accessible locations	B	✓ Where appropriate	✓ Where appropriate	N/A
9. Public meetings	B	✓ Where appropriate	✓ Where appropriate	N/A
10. Community Events and workshops	B	✓ Where appropriate	N/A	N/A
11. Planning Surgeries – drop-in events where people can discuss issues with qualified planners	B	✓ Where appropriate	✓ Where appropriate	N/A
12. Ealing Planning Services Website and dedicated web pages	B – by arrangement	✓	✓ Where appropriate	✓ Where appropriate
13. 'Around Ealing' Ealing Council's Monthly Magazine	B – by arrangement	✓ Where appropriate	Where appropriate	N/A
14. Council's Duty Planner	B N/A	N/A	N/A	✓ Where appropriate
15. Planning Committee	N/A	✓ Public speaking where appropriate	✓ Where appropriate	✓ Where appropriate

**Large scale** developments are where development proposed is more than 50 dwellings or 5,000m<sup>2</sup> of commercial floor space or is large-scale retail development. **Major** development is 10 dwellings or more, or 1,000sqm of floor space or more. **Significant** development is all development which is a development plan departure, or where an Environmental Assessment or a full transport assessment is required. Significant development also includes all development on playing fields or which involves significant areas of open space or includes the demolition of substantial buildings in a conservation area, or comprises a wind, water, or energy utility or where there will be a significant impact because of the sensitivity of the site.

At **pre-application stage**, developers proposing large scale development are expected to apply methods 1 -12 of community involvement as set out above. Developers proposing major or significant development are also expected to follow pre-application methods of involvement but may not need method 3. Methods 13 and 14 are available as optional elements of pre-application community involvement, by arrangement with the local authority.

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.



