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## 1. Introduction

The Council is required to have an up to date Statement of Community Involvement setting out how it will involve the community in plan making and when considering planning applications. The SCI<sup>1</sup> will help to ensure that local communities have greater involvement in local planning decisions and are better able to shape the places where they live.

It starts by outlining the context in which community involvement in planning occurs, before setting out the principles which will be applied in the preparation of Local Plans and in the progression of planning applications to decision-taking stage.

The aim is to provide people with an understanding of what to expect in these processes, highlighting likely opportunities for their voices to be heard and responded to. It also provides a benchmark against which any resulting Development Plan is assessed and approved by the Planning Inspectorate.

The current SCI was adopted in 2006, with a partial update in 2011<sup>2</sup>. A public consultation was undertaken with the SCI commencing on 16 January 2015 for a period of 6 weeks. There were 6 responses and where necessary these were included within this document.

### 1a. The Planning and Development Context

Newham is a borough with unrivalled regeneration opportunities. The effects of Olympic Legacy in Stratford and the Lower Lea Valley, as well as the scale of development throughout the Arc of Opportunity including major schemes in Canning Town and the Royal Docks has seen, and will continue to see, the creation of jobs and homes supported by new and improved transport, shopping, leisure, social infrastructure, and an enhanced public realm.

In managing and steering this development, one of the Council's key objectives is Convergence: an Olympic Legacy commitment to closing the socio-economic gap between populations in East London and the rest of London in areas such as educational attainment, wealth generation and health. Resilience is another key theme: ensuring that people are enabled to help themselves and shape their futures, so that positive socio-economic change is sustainable over the longer term.

The Council sees an active and connected community as a key component of building Resilience, so it is keen to continue to involve local people in shaping their future through involvement in both plan making and the planning of individual

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<sup>1</sup> Abbreviations are summarised in Appendix 1.

<sup>2</sup> [http://www.newham.gov.uk/Documents/Environment%20and%20planning/StatementofCommunityInvolvementAmendmentsFebruary2011\[1\].pdf](http://www.newham.gov.uk/Documents/Environment%20and%20planning/StatementofCommunityInvolvementAmendmentsFebruary2011[1].pdf)

developments that are the subject of planning applications, significant components of change that are helping to transform the area.

The Council's 2015 SCI will not apply to the London Legacy Development Corporation (LLDC) area in the north west of the borough. The LLDC's SCI and Planning documents can be found at:

<http://www.londonlegacy.co.uk/planning-policy-and-decisions/supporting-documents/statement-of-community-involvement/>

In addition, the Mayor of London consults separately on the London Plan and associated guidance/planning frameworks, which form part of the Development Plan for Newham. Details can be found at:

<http://www.london.gov.uk/priorities/planning>

### **1b. The Community to be involved**

The 'Community' is defined as anyone with an interest or 'stake' in the area, (otherwise known as stakeholders). It therefore includes local residents, people who work with local residents in a professional or voluntary capacity, people who work in or own a business locally, and prospective investors, developers and infrastructure providers. It also includes those agencies with a strategic or regulatory interest in the area and who provide a range of key services to local people, and neighbouring authorities where cross-boundary issues are of significance.

In terms of the residential population, whilst this is subject to high levels of churn, Newham is one of the most diverse local authorities in the country. It has the highest concentration of Black and Minority Ethnic (BME) groups, making up over 73% of the population in 2014 – an increase from 61% in 2001 (GLA 2013, Round Ethnic Group Projections). Indian is the largest group with a 14% share, followed by Bangladeshi (13%), Black African (12%) and Pakistani (10%) (GLA 2012, Round Ethnic Group Projections). This is also reflected in language diversity – 51% of residents have a first language other than English, whilst 45% of people have at least a little difficulty in understanding formal written documents and letters written in English<sup>3</sup>. Nonetheless, Newham also has one of the youngest populations in London: 26.6% of Newham residents are aged 18 or under. 63.8% of Newham residents were aged 35 years and under (2011 Census).

Newham is one of the poorest Boroughs in the country. Although unemployment has fallen faster than the London and national averages (from 13.1% in 2010 to 11% in 2013) it is still higher than the national average (GLA 2014, London Labour Market Indicators). Nearly a quarter of working age residents (23%) have not worked in the last 12 months (NHPS, 2014), although since 2007, Workplace, Newham's job brokerage service, has helped over 20,300 residents into work. Household incomes

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<sup>3</sup> Newham Household Panel Survey 2013, representative of the borough as a whole



in Newham are significantly below the national average. The median income £15,704 compared with a national median of £22,204 (NHPS, 2014). Moreover, 7% of Newham's population have a long term health problem or disability that limits their 'day to day activities a lot', and 6.9% 'a little' (2011 Census).

Despite this, Newham has a high level of internet access (79% of people said members of their household accessed the internet, of which 87% do so through Broadband at home<sup>4</sup>). Moreover, there are many active community- based organisations, from faith groups to sports clubs and a Council-led Community Neighbourhood network, and together these have a broad spread of community contact.

## **2. Consultation & Engagement**

### **2a. National Expectations**

Recent Planning legislation, regulations and guidance have all emphasised the importance of 'early and meaningful' 'proactive' engagement in order that Local Plans reflect a 'collective vision' and 'agreed priorities'<sup>5</sup>. In addition the Localism Act 2011 sets out a requirement for relevant public bodies to co-operate on matters of cross-boundary significance. Various requirements are also set out in Regulations governing formal consultation on the Plan<sup>6</sup>. These expectations are tested through the Examination Hearings for a proposed Local Plan by the Planning Inspectorate on behalf of the government, which must occur before a Local Plan is formally adopted for use in the planning process.

In addition, National Planning Policy Practice Guidance<sup>7</sup> sets out statutory requirements and expectations in terms of the formal consultation process that planning applications must go through. However, the Localism Act 2011 (Section 122) and National Planning Policy also encourage developers to undertake effective pre-application community engagement.

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<sup>4</sup> Newham Household Panel Survey 2013, representative of the borough as a whole

<sup>5</sup> National Planning Policy Framework, Paragraph 155

<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

<sup>6</sup> Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>7</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-1-statutory-publicity-requirements-for-planning-and-heritage-applications/>

## 2b. Council Expectations and Resources

The Council works within the context of the Government's 'Consultation Principles: Guidance'<sup>8</sup>, and Equalities legislation (translated into its own Equalities Policy<sup>9</sup>) and its own Resilience Agenda. In doing so it maintains various corporate resources that departments can draw upon, including a Corporate Research team which provides expert research advice, and commissions and oversees regular corporate surveys. In addition, the Council provides extensive support to more localised means of community engagement through its Community Neighbourhoods structure, events and democratic functions. Unusually, as well as locally elected ward councillors, this includes a young Mayor and Youth Council. The Council also maintains a website which has been more accessible<sup>10</sup>, and distributes a regular magazine to all Newham residents, the Newham Mag.

## 2c. Previous Planning Consultation & Engagement Experience

In 2009, having undertaken and evaluated a series of formal consultations on Local Plan documents, it was decided that these needed to be supplemented with more continuous and indirect engagement of local people, making much better use of wider corporate resources. This was because formal channels including standalone public exhibitions were attracting very limited attention from local people as opposed to development interests, statutory consultees etc. It was decided that it was far more efficient and effective to attend other events that acted as attractors in their own right with more interactive activities, and make use of other sources of information such as corporate surveys and meetings with umbrella/intermediary groups to gauge people's preferences, concerns etc. in order to access a more representative sample of views. In the interests of effective and efficient early engagement with technical stakeholders moreover, an emphasis on workshop-based engagement was proven to be a good way to gather views and expertise from a wide range of organisations. The results of this engagement were reported shortly after each exercise to participants, but also summarised and submitted to the Planning Inspectorate as a key part of the Core Strategy's evidence base<sup>11</sup>.

Development Management presents a similar story in relation to response rates to site notices, consultation letters, press notices etc, although these are required by regulations. Again this highlights to developers the importance of alternative

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<sup>8</sup> <https://www.gov.uk/government/publications/consultation-principles-guidance>

<sup>9</sup> [www.newham.gov.uk/equality](http://www.newham.gov.uk/equality)

<sup>10</sup> [www.newham.gov.uk/accessibility](http://www.newham.gov.uk/accessibility)

<sup>11</sup> See <http://www.newham.gov.uk/Documents/Environment%20and%20planning/CoreStrategyEngagementEvidenceBase.pdf>

approaches at earlier stages, as well as the importance of the Council drawing on as much engagement evidence as possible in setting the planning policy framework.

In summary, the following challenges to engagement and consultation on planning matters in Newham can be identified, alongside various opportunities to tackle them and improve involvement in planning.

**Table 1: Challenges to community involvement in Planning**

Challenges	Opportunities/Solutions
Lack of time to engage; inability to attend consultation events at set times	<ul style="list-style-type: none"> <li>○ Social media and website enabling 24/7 engagement</li> <li>○ High levels of internet access, including mobile access</li> <li>○ Attendance with fun, interactive activities at 'leisure time' events</li> </ul>
Understanding of English / Understanding of Planning	<ul style="list-style-type: none"> <li>○ Contact with intermediary groups and elected members who can bridge the language barrier</li> <li>○ Use of plain English, clear, visual presentation</li> <li>○ Signposting to Planning Aid</li> <li>○ Promoting understanding through better communications, workshops with key representatives (Councillors, youth councillors etc)</li> </ul>
Population churn, meaning residents consulted are not necessarily those that are affected	<ul style="list-style-type: none"> <li>○ Continuous engagement rather than consultation only at defined points in time</li> </ul>
Lack of interest in planning, particularly strategic planning – seen to be boring, not a life priority	<ul style="list-style-type: none"> <li>○ Engagement in more exciting, interactive ways, using social media and attending other events with wider attractions</li> <li>○ Engagement on specific issues, (not necessarily badged as planning) over short periods to avoid consultation fatigue</li> <li>○ Making use of data from corporate surveys and other data sources</li> <li>○ Enthusing young people as ambassadors via attendance at Youth Council events</li> <li>○ Drawing on Councillors' representative knowledge of local people and issues</li> </ul>



Challenges	Opportunities/Solutions
Suspicion of the Council and cynicism, consultation fatigue	<ul style="list-style-type: none"> <li>○ Contact with intermediary groups who can bridge the gap</li> <li>○ Clear and timely reporting of what we have done with the messages given to us</li> <li>○ Engagement on specific issues, (not necessarily badged as planning) over short periods</li> <li>○ Making use of data from corporate surveys and other data gatherers</li> </ul>

The Council deploys the following approach to consultation and engagement on its Planning Policy documents and planning applications.

### 3. Planning Policy – the Local Plan

Planning policy is used by planners assessing planning applications, and others with influence over investment, to guide decision-making in a consistent manner. This is to ensure that it contributes to delivering the Council’s strategic objectives or vision for the future in the most effective way possible. The most important component of local planning policy is the Local Plan, which may include several parts (e.g. Core Strategy, Proposals Map, Waste Plan, more detailed policies and site allocations). In addition, planning policy includes Supplementary Planning Documents/Guidance, the Community Infrastructure Levy (CIL) Charging Schedule and any Neighbourhood Plans produced locally.

#### 3a. Continuous Engagement

All planning policy documents are based on a continually evolving evidence base concerning the issues that planning can tackle, priorities in doing so, and potential solutions that planning can offer. Issues include technical matters, (e.g. flood risk, contamination) and those that are more ‘subjective’ or related to how people experience the area, and are often expressed as what they would like to see changed, and what they would like to see protected. Anyone can engage with us via email (to [ldf@newham.gov.uk](mailto:ldf@newham.gov.uk)) or the Council’s Twitter Feed or Facebook page at any time on any of these matters but we also work more proactively to source relevant evidence from people, whether technical experts, local business people or local residents.

The following table summarises the range of engagement activity we undertake or make use of, though we are always open to considering new ideas about means of engagement, subject to available resources.

**Table 2: Engagement techniques in Planning Policy**

Engagement Activity	Most useful at what stage of policy-making?	Example of when used?
Surveys as part of technical assessments	Evidence base gathering; monitoring and review	Local Plan: Core Strategy evidence base documents and monitoring requirements
Workshops with technical, statutory and over-arching/umbrella stakeholders (e.g. organisations that work with certain sectors of the community)	Evidence base gathering, issues and options formulation and policy drafting and testing	Local Plan: Core Strategy visioning, evidence base testing and policy drafting
Practice based experience of 'on the ground' issues	All	Feedback from Council officers to inform local plan production
Indirect engagement via interrogation of corporate surveys and focus groups (e.g. Newham Annual Residents' Survey)	All, including accompanying impact assessments	To inform Equalities and the LDF (evidence base and equalities impact assessment framework)
Commissioned supplementary online panel surveys and focus groups on particular issues	All	An online panel survey on betting shops informed Local Plan: Detailed Sites and Policies DPD evidence base
Member enquiries (correspondence with elected members from their constituents concerning particular issues relating to Planning that we are asked to respond to)	Evidence base gathering, monitoring and review	To inform Local Plan: Core Strategy policy drafting concerning healthy neighbourhoods and quality town centres
Articles, questions and competitions in the Newham Mag to stimulate correspondence with us	All	Photography competition to inform the evidence base concerning what it is people value in Newham

Engagement Activity	Most useful at what stage of policy-making?	Example of when used?
Face-to-face discussions and interactive activities at community events	Evidence base, issues and options formulation	Newham Major's show used to get feedback from residents to inform local plan
Discussions and workshops with groups and individuals that have good links with particular communities, including Councillors and Youth Councillors, Neighbourhood Managers and particular organisations that work with certain sectors of the community	All	Ideas for sites to investigate for site allocations within the Local Plan: Detailed Sites and Policies DPD
Meetings with neighbouring and other authorities on relevant cross- boundary/inter-authority matters, notably transport, waste and other sub-regional infrastructure, plus housing need and supply.	All	Joint working on the East London Waste Plan (all stages) and consultations with neighbouring and regional planning authorities

All meetings, focus groups and workshops are held in accessible venues, with requests for specific access requirements, e.g. British Sign Language interpreters, information in large print, etc. included in the invitation.

### 3b. Formal Consultations

The Local Development Scheme (LDS) sets out the Council's programme for the preparation of Local Plan documents, with the proposed timing of formal consultation periods as specified by Regulations. It can be found here:

[www.newham.gov.uk/localplan](http://www.newham.gov.uk/localplan)



In addition, the Council is committed to reviewing and consulting as necessary on Supplementary Planning Documents/Guidance, and its CIL Charging Schedule.

All formal consultations are published on the Council's website, and consultees on our database are notified in a targeted way as outlined below. Anyone can request their details be added to the database at any time and request to be notified of selected, (e.g. those covering particular topics or areas, only Impact Assessments) general, (those relating to borough-wide planning documents) or all consultations. Publicity also takes place through the local press and Council media (Newham Mag, twitter feed, etc) and distribution of posters to public places as appropriate. Consultation documents are also made available for viewing at libraries (locations listed at [www.newham.gov.uk/libraries](http://www.newham.gov.uk/libraries)) and the Council's main offices during normal working hours.

Consultation responses must be made in writing (preferably by email) and will be published as part of the process, though we will also draw on and report on relevant continuous engagement inputs as outlined above,

The following table summarises the formal consultation stages specified by the Regulations and how they are carried out. It should be noted that continuous engagement, particularly workshops and meetings with small groups/individuals continues throughout these stages, and also informs the evolving Plan. Supplementary Planning Documents follow a similar process, but the only consultation stipulated by the Regulations is at publication draft stage. There is also not a formal examination requirement, so once the Council has considered consultation responses and made any amendments considered necessary, the document is published in final form and formally adopted for use. In addition, it may or may not be considered necessary to undertake impact assessments, as these documents should fall within the scope of what has been impact assessed and appraised through Local Plan documents.

**Table 3: Formal Consultation Stages Local Plan Preparation**

<b>Formal Consultation Stage &amp; Scope</b>	<b>Who Notified?/ How publicised?</b>	<b>How are documents accessed and duration of consultation?</b>	<b>What happens with this consultation input?</b>
<i>-1. Impact Assessment/Appraisal Scoping</i>  Impact Appraisal is the assessment of plans and policies against	Environmental Bodies (Natural England, Environment Agency, English Heritage)	On website, available for comment for a minimum of 5 weeks	Impact assessment framework modified as necessary. Reported at next stage of impact

Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<p>reasonable alternatives and a framework of objectives. These relate to obligations under Environmental, (Sustainability, Flood Risk, Habitats) and Equalities legislation and regulations.</p> <p>Comment is sought on the scope of the impact assessment framework, including the range of objectives, and any other improvements consultees suggest.</p>	<p>Public Health Director and Clinical Commissioning Group</p> <p>Local Enterprise Partnership</p> <p>Anyone else who has requested to be notified</p> <p>Publication on the website</p>		<p>assessment.</p> <p>Also recorded as part of the thematic engagement evidence base as appropriate, feeding into general intelligence re issues and options</p>
<p><i>1. Preparation of a Local Plan (Regulation 18) and Impact Appraisals</i></p> <p>Comment is sought on the scope (appropriateness) of the issues and options being considered, and any preferred options expressed, including the adequacy of any supporting evidence base documents</p> <p>Comment is sought on the adequacy of the appraisals undertaken</p>	<p>All consultees on the database notified if it is borough wide and multi-topic, otherwise specific consultation bodies (defined by Regulations) and others as appropriate to the scope of the Plan</p>	<p>On the website, at Council Offices and libraries during normal working hours, available for comment for a minimum of 6 weeks</p>	<p>Summarised in a consultation report and feeds into the engagement evidence base. Helps to shape the drafting of policies</p>
<p><i>2. Publication of a Local Plan (Regulation 19) and</i></p>	<p>All consultees on the database as above</p>	<p>On the website, at Council Offices and libraries during</p>	<p>Summarised in a consultation report that feeds</p>

Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<p><i>Impact Appraisals</i></p> <p>This is the publication of the plan in what we think should be the final version</p> <p>Comment is sought on whether it is 'legally compliant' and 'sound' (e.g. justified, evidence based, realistically implementable). This includes consideration of the adequacy of the impact appraisals/assessments and any accompanying evidence base</p>		<p>normal working hours, available for comment for a minimum of 6 weeks</p>	<p>into the engagement evidence base. Informs minor modifications and further justification of the plan at Examination</p> <p>Is published as part of the information submitted for consideration by the Planning Inspector in examining the plan (see 3 below)</p>
<p><i>2a. Publication of Plan Pre-Submission Minor Modifications and updated Impact Appraisals if necessary (Regulation 20)</i></p> <p>Comments are sought on minor amendments</p>	All consultees on the database	On the website, at Council Offices and libraries during normal working hours, available for comment for a minimum of 6 weeks	<p>Informs further justification of the Plan at examination</p> <p>Is published as part of the information submitted for consideration by the Planning Inspector in examining the plan (see 3 below)</p>
<p><i>2b. Submission of the Plan to the Mayor of London for assessment of conformity with the</i></p>	The Mayor of London and his/her officers only	N/A	Informs further justification of the Plan at examination



Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<p><i>London Plan</i></p> <p>Confirmation is sought on whether the plan is in General Conformity with the London Plan</p>			<p>Is published as part of the information submitted for consideration by the Planning Inspector in examining the plan (see 3 below)</p>
<p><i>3. Independent Examination (Regulation 24)</i></p> <p>The Planning Inspector appointed on behalf of the Government seeks to assess, with the help of consultees, whether the plan is 'Sound' and 'Legally Compliant'</p> <p>Those that have requested the right to be heard at stage 2 may submit additional written statements in response to the Inspector's questions, or appear at the Hearings to discuss in person.</p>	<p>All consultees who have requested the right to be heard or to be notified of the Submission</p>	<p>On line, or at the Examination venue. Examination period varies</p>	<p>Informs the Inspector's recommendation s: following the examination, the Inspector writes a report and decides what changes (if any) need to be made. The recommendation s of the Inspector will be published online and the plan will be changed in line with the recommendation s if the Council sees fit. It is this version of the Plan that will be adopted by Council</p>

<b>Formal Consultation Stage &amp; Scope</b>	<b>Who Notified?/ How publicised?</b>	<b>How are documents accessed and duration of consultation?</b>	<b>What happens with this consultation input?</b>
<p><i>3a. Post Examination Amendments and Updated Impact Assessments as necessary</i></p> <p>This occurs before the Inspector's final report is published.</p>	All those who have made representations on the Plan	A minimum of 6 weeks	Informs the Inspector's recommendations

Consultations prescribed by the Regulations on the CIL Charging Schedule follow a slightly different format. This is summarised in the table below.

**Table 4: Formal Consultation Stages CIL Charging Schedule**

Planning Act 2008 ('PA') and Community Infrastructure Regulations 2010 (as amended) ('CIL Regulations')

<b>Formal Consultation Stage &amp; Scope</b>	<b>Who Notified?/ How publicised?</b>	<b>How are documents accessed and duration of consultation?</b>	<b>What happens with this consultation input?</b>
<p><i>1. Consultation on Preliminary Draft Charging Schedule (PDCS) or revised PDCS</i></p> <p>The PDCS sets out the proposed rates for chargeable development in the charging authority's area.</p> <p>Comment is sought from stakeholders on the content of the PDCS</p>	<p><i>Consultation bodies (pursuant to Regulation 15 (3) of CIL Regulations):</i></p> <p>LLDC, LB Hackney, LB Waltham Forest, LB Redbridge, LB Barking &amp; Dagenham, LB Tower Hamlets and the Mayor of London</p> <p><i>In satisfying Regulation 15 (5)</i></p>	<p>A copy of documents must be sent to Consultation bodies inviting representations.</p> <p>All documents, including details on the duration of consultation, will be published on the Council's website</p>	<p>The charging authority must take into account any representations made before it publishes a draft charging schedule (in accordance with Regulation 15(7) of the CIL Regulations)</p>

Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
	<p><i>of CIL Regulations:</i></p> <p>All consultees on the database notified Publication on website Notice in local newspaper</p>		
<p><i>2. Publication of a draft charging schedule (DCS)</i></p> <p>Comment is sought from stakeholders on the content of the DCS</p> <p>The procedure for making representation will be publicised to stakeholders, per Regulation 16 of CIL Regulations</p>	<p><i>Consultation bodies (pursuant to Regulation 15 (3 of CIL Regulations):</i> LLDC, LB Hackney, LB Waltham Forest, LB Redbridge, LB Barking &amp; Dagenham, LB Tower Hamlets and the Mayor of London</p>	<p>Publication on website</p> <p>Copy placed at the Council's principal building for public inspection by appointment and other appropriate locations i.e. Council operated libraries during advertised opening hours</p> <p>A copy of documents must be sent to Consultation bodies.</p> <p>Notice in local newspaper</p> <p>Consultation not less than 4 weeks from date of local advertisement notice</p>	<p>Representations received within the specified period and submitted per the Charging Authority's instructions will be reviewed.</p> <p>Representations will be summarised and submitted to the examiner</p> <p>A person who makes representations on the draft Charging Schedule has the right to be heard by the Examiner, but must request this in writing within the timescale specified by the charging authority</p>



Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<p><i>3. Submission of a draft charging schedule and information to the examiner</i></p> <p>Information is submitted to an independent examiner including the draft charging schedule, supporting evidence, a summary of representations received, copies of the representations and any requests from people to be heard by the examiner.</p> <p>The examiner seeks to ensure that the charging authority (LBN) strikes an appropriate balance between the desirability of funding infrastructure from CIL (including the cost of the infrastructure needed in an area to support growth and other committed sources of funding) against the imposition of CIL upon economic viability of development across the area.</p>	<p>(Four weeks prior to the opening of the examination)</p> <p>Notice by local advertisement and on LBN website of:</p> <ul style="list-style-type: none"> <li>• the time and place at which the examination is to be heard <i>and</i></li> <li>• the name of the examiner</li> </ul> <p>Notification to:</p> <ul style="list-style-type: none"> <li>• anyone making a representation on the DCS</li> <li>• anyone requesting to be heard by the examiner</li> </ul> <p>If a person has requested the right to be heard on a modification to the DCS then the above applies, but timescales are two weeks prior to the opening of the examination.</p>	<p>All information submitted for examination will be published on the LBN website for the duration of the examination and for 6 months following the examiner's report</p>	

Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<i>4. Publication of examiner's recommendations</i>	Those who requested to be notified of the publication of the examiner's recommendations and reasons	The examiner's recommendations and reasons must be made available for inspection at the same locations where the DCS was made available.  Published on the LBN website	
<i>5. Approval and publication of a charging schedule</i>  <i>Following the examiner's recommendations a report will be presented to the Council; where Members must vote to approve the charging schedule which has been examined.</i>	Notice to those who requested to be notified of the approval of the charging schedule	Publish the charging schedule and the report to the Council recommending adoption on the website  Make the charging schedule available for inspection at the same locations as the DCS  Notice in local newspaper affirming the Council's approval of the charging schedule and where copies are available for inspection and at what times	

Formal Consultation Stage & Scope	Who Notified?/ How publicised?	How are documents accessed and duration of consultation?	What happens with this consultation input?
<p><i>6. Corrections of errors in charging schedule</i></p> <p>Where there is a correctable error in a charging schedule the Charging Authority must issue a correction notice</p> <p>Correction must be undertaken within 6 months of the Charging Schedule being approved by the Council</p>	<p>If the correction notice was issued as a result of a request by a person in writing – a copy must be sent directly to them</p> <p>If the error to be corrected has an impact on the amount of CIL chargeable a notice by local advertisement and on LBN website will advise where the charging schedule and correction notice can be viewed.</p> <p>Also, any persons that requested to be notified of the approval of the charging schedule</p>	<p>A correction notice and the revised charging schedule must be published on the website; hard copies be made available at the same locations as the DCS</p>	

It has recently become possible for local people, whether businesses or residents, to produce their own Neighbourhood Plans and for these to become a policy consideration in the planning process. Such Plans must follow a process set out in the regulations that includes consultation and engagement and establishing conformity with the adopted Local Plan, with Council approval required at various stages. Useful guidance on Neighbourhood Planning, including the respective roles of

Councils and Neighbourhood Forums, can be found on the Planning Advisory Service website at:

<http://www.pas.gov.uk/neighbourhood-planning>

Any local group wishing to prepare a Plan is advised to discuss their proposal at an early stage with Council officers by emailing [ldf@newham.gov.uk](mailto:ldf@newham.gov.uk); to date no proposals have been received.

#### **4. Development Management**

Development Management is the process by which development proposals are assessed against the Council's Planning Policy framework, to ensure that what is built or changed as a consequence (or what is protected from change by refusal of planning consent) is contributing in the best way possible to the Council's vision of the future.

##### **4a. Formal Council Consultation on Planning Applications**

The Council's procedures for consulting on planning applications are in compliance with all relevant legislation, as summarised below:

- the publication of all documentation, once validated, on the Council's website;
- for most applications, to either write to adjoining owners and occupiers, or to display a site notice, and to allow a period of 21 days for responses;
- for defined major applications, such as residential developments of 10 units or more, or applications for more than 1,000sq.m of floorspace, written notification to all individual properties within 50m of the application site boundary and a press notice in addition;
- for applications for Listed Building consent; affecting the setting of a Listed Building, or affecting the character or appearance of a Conservation Area, both site notices and press notices in addition;
- for applications with accompanying Environmental Statements, for the purposes of Environmental Impact Assessment, or any proposal which does not 'accord with the provisions of the development plan', require both site notices and press notices;
- for certain types of application: notices in the Newham Recorder;
- all applications, including decisions, to be publicised through the Public Access section of the Council's website:

[www.newham.gov.uk/pa](http://www.newham.gov.uk/pa)

- re-consultation following receipt of any significant change to a proposal;
- investigation of the use of apps to enable use of its website on smart phones and other devices and other means as opportunities arise; and,
- the opportunity to speak to the Duty Planning Officer, 9am – 12 noon, Monday – Friday.

For general applications (those not concerning Listed Buildings, Conservation Areas, Departures from the Development Plan or Environmental Impact Assessments) the Council will:

- use site notices rather than an extensive dispatch of letters, and that may involve more than one notice if that is appropriate;
- display a site notice for all applications, and more than one per application as appropriate (with the exception of Certificates of Lawfulness for Proposed Use and Approval of Details);
- send neighbour notification letters or emails to all neighbours physically adjoining the site and, exceptionally, to any other properties where a direct impact is anticipated, but not routinely across a wider surrounding area;
- for Major applications, send letters, as a minimum, to all individual properties within 50m of the application site boundary;
- Equalities Impact Assessments (EqIAs): The Council may be required to produce an EqIA for certain applications, particularly the larger ones, and will therefore screen each application to determine whether or not an EqIA is necessary; and,
- assistance is available from planning officers for people with visual disabilities for documents where screen readers cannot be used.

#### **4b. Other Consultation and Engagement in Development Management**

Applicants are encouraged to abide by the good practice outlined in the NPPF concerning early community engagement on development proposals ‘where it would add value to the process’<sup>12</sup>. Applicants and others who carry out consultation exercises on planning matters will be required to comply with the Council’s equalities policy.

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<sup>12</sup> Paragraph 9



Where an applicant is proposing a major development scheme, the Council offers various opportunities to use its engagement resource, notably through presenting to, and taking questions from, the Development Control Members' Forum. Given that these take place at the commercially sensitive pre-application stage however, what is discussed remains confidential unless an applicant chooses to refer to it in their subsequent planning application.

**Appendix 1: Glossary**

<b>BMEs</b>	Black and Ethnic Minority Groups
<b>CIL</b>	Community Infrastructure Levy
<b>DCS</b>	Draft Charging Schedule
<b>DPD</b>	Development Plan Document
<b>EqIAs</b>	Equalities Impact Assessments
<b>GLA</b>	Greater London Authority
<b>LBN</b>	London Borough of Newham
<b>LDF</b>	Local Development Framework
<b>LDS</b>	Local Development Scheme
<b>LLDC</b>	London Legacy Development Corporation
<b>NHPS</b>	National Household Planning Survey
<b>NPPF</b>	National Planning Policy Framework
<b>PDCS</b>	Preliminary Draft Charging Schedule
<b>SCI</b>	Statement of Community Involvement