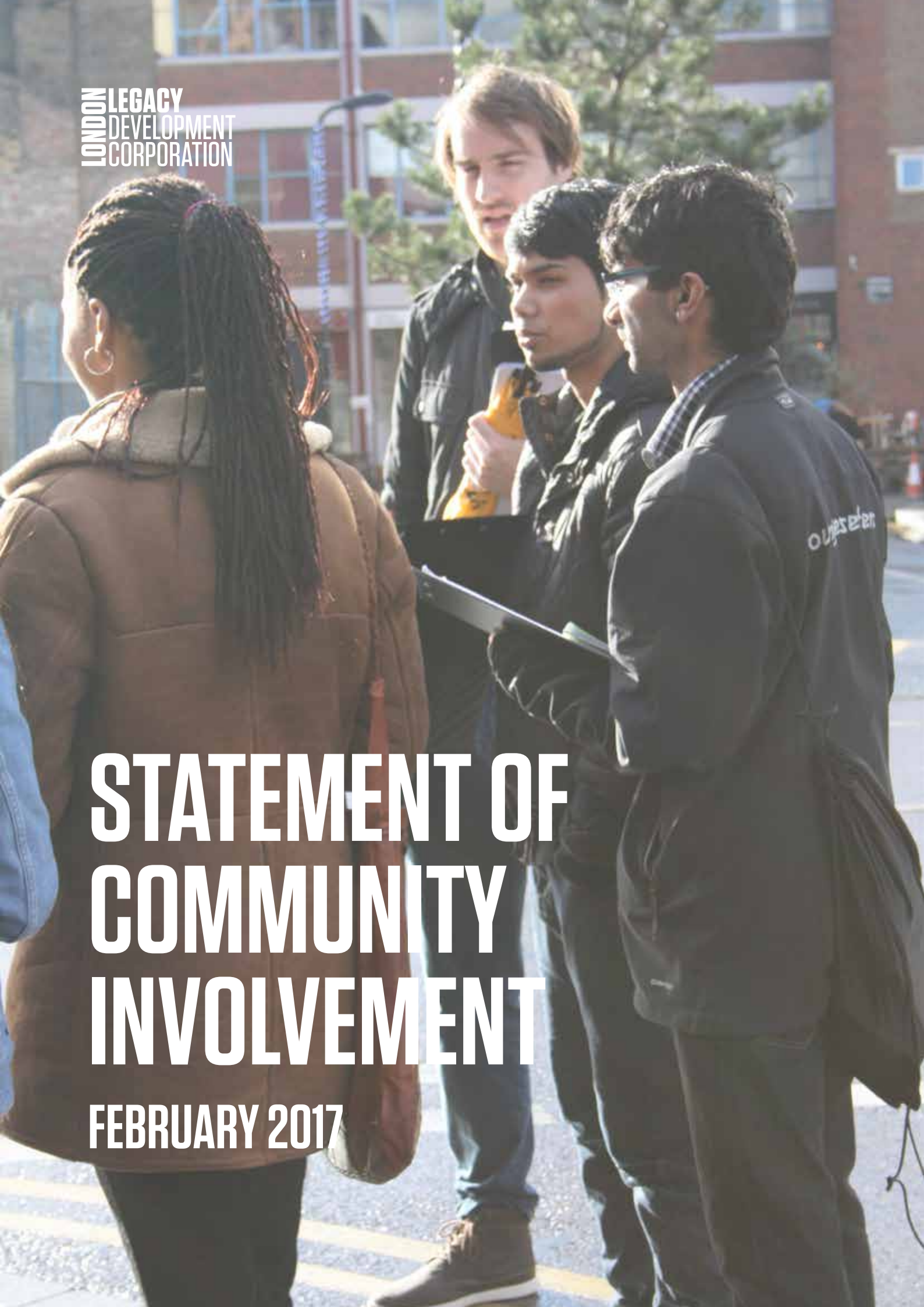


STATEMENT OF COMMUNITY INVOLVEMENT

FEBRUARY 2017



On 1 October 2012 the Legacy Corporation formally became the Local Planning Authority (LPA) for the area shown.



CONTENTS

1. Introduction	3
2. Involvement in Plan-Making	4
• Local Plan Review	6
• Supplementary Planning Documents	9
• Neighbourhood Planning	10
• Community infrastructure Levy	12
3. Community Involvement in Planning Applications	13
• Pre-application	13
• Application	14
• Decision	14
• Post-application	16
4. Monitoring and Review	17

INTRODUCTION

ABOUT LONDON LEGACY DEVELOPMENT CORPORATION

On 1 October 2012 the Legacy Corporation formally became the Local Planning Authority (LPA) for the area covering Queen Elizabeth Olympic Park, parts of Stratford, Hackney Wick, Fish Island and Bromley-by-Bow, this role being previously played by the four boroughs, the Olympic Delivery Authority and the Thames Gateway Development Corporation.

The Legacy Corporation has a range of regeneration as well as planning powers, its purpose being:

“To promote and deliver physical, social, economic and environmental regeneration of the Olympic Park and its surrounding area, in particular by maximising the legacy of the 2012 Olympic and Paralympic Games, by securing high-quality sustainable development and investment, ensuring the long-term success of the facilities and assets within its direct control and supporting and promoting the aim of convergence”

As a local planning authority the Legacy Corporation has the responsibility of preparing the planning policy documents for the area as well as determining applications for planning permission, conservation or listed building consent. This SCI sets out the processes and procedures the Legacy Corporation will follow in carrying out its statutory planning role. Further community engagement and awareness raising will also take place by the Legacy Corporation as part of its wider regeneration role, however this falls outside the scope of this document.

Since gaining the planning powers the Legacy Corporation has prepared and/or adopted a number of planning policy documents:

- Local Plan (adopted 21 July 2015)
- Carbon Offset SPD (adopted 31 August 2016)
- Planning Obligations SPD (adopted 10 November 2016)
- Hackney Wick Fish Island SPD (anticipated adoption Spring 2017)
- Bromley-by-Bow SPD (anticipated adoption Spring 2017)

- Pudding Mill SPD (anticipated adoption Spring 2017)

The Legacy Corporation’s Charging Schedule came into effect on the 6 April 2015 and funds are being used to fund infrastructure which will support the regeneration of the Legacy Corporation area. In addition, the Legacy Corporation also formally designated a neighbourhood forum and area for the Greater Carpenters Area in July 2015.

In this context it is considered necessary to review and update the 2013 Statement of Community Involvement, setting out how communities and stakeholders will continue to be involved within the preparation of the Local Plan Review, future SPDs and the LLDCs role and responsibilities in relation to neighbourhood planning.

WHAT IS THE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)?

As a local planning authority the Legacy Corporation is legally required to prepare a Statement of Community Involvement (SCI). This SCI sets out how the Legacy Corporation involves the community and other key stakeholders in planning decisions and in preparing planning policy documents. It describes how engagement is carried out and when, what methods of consultation will be used and how comments received will be dealt with. It also identifies management, resource and monitoring issues.

INVOLVEMENT IN PLAN-MAKING

LOCAL COMMITMENTS TO COMMUNITY INVOLVEMENT

In carrying out its plan-making function the Legacy Corporation commits to:

FRONTLOADING

- Engaging the community from the early stages of document preparation, at a point where they can influence the content and direction of the document, and the focus of policies
- Providing opportunities for active community engagement in the scoping and pre-production stages of document preparation as well as in the latter stages
- In turn the Legacy Corporation will avoid delay and uncertainty by making important and strategic decisions early in the process

MEANINGFUL ENGAGEMENT

- Engagement as an integral part of the plan making process
- Genuine opportunities for the community to develop and contribute ideas (rather than simply being consulted on a draft document or a range of options).
- Effective mechanisms for documenting views and clear feed in and feedback loops should be in place to demonstrate how community engagement has influenced and benefited the plan.



APPROPRIATE AND PROPORTIONATE ENGAGEMENT

- Engagement will be 'proportionate to the scale of issues involved'
- The approach and methods taken will be appropriate for each document, including which stakeholders are actively targeted and how many engagement opportunities will be provided throughout the plan-making process.
- Use a range of techniques to engage with the community including making use of existing community and local interest groups

INCLUSIVITY

- Make special arrangements to ensure that traditionally hard to reach groups have the opportunity to be involved in the planning process
- Ensure fair and equal treatment of all sections of the community
- Use Plain English and avoid the use of planning jargon where possible
- Where required, make information available in a range of easily accessible formats (e.g. in languages, Braille, large print, electronic, paper copies).
- Utilise a range of different communication formats and methods, proportionate to the task
- Holding events or meetings in accessible locations at times appropriate for different members of the community

CUSTOMER CARE

- Data protection and regularly review and update consultation databases
- Respect views of different individuals and organisations
- Keeping the community informed and providing reasonable notice of forthcoming events and consultations
- Provide feedback on consultation material in a timely manner

PARTNERSHIP WORKING

- Make use of existing groups and partnership working arrangements, for example, with the London Boroughs.

Engaging with hard-to-reach groups

The Legacy Corporation also commits to ensuring that community involvement is broadly representative of the population of the area. It is important to recognise the challenges this presents and set out appropriate solutions to ensure effective community engagement. The population profile of the four boroughs which constitute the area highlights that the matters within the table below may be an issue.

The Legacy Corporation must also comply with the Public Sector Equality Duty under the Equality Act 2010 which means taking into account the needs of those with protected characteristics. In practice this means that the strategy within the SCI should aim to reach individuals and groups who are traditionally less likely to participate in the plan-making process, which include:

- Individuals with disabilities
- Lesbian Gay Bisexual and Transgender (LGBT) communities
- Black and Minority Ethnic communities
- Religious communities
- Gypsies, Travellers and Travelling Showpeople
- Older persons
- Other groups often under-represented e.g. Families under 45.

The Legacy Corporation will seek and take up opportunities to attend meetings and events where these groups are likely to be represented, engage effectively with groups and organisations representing those identified above, maximise consultation times, utilise existing groups and networks and social media.

Profile	Challenge	Solution
Lower proportions of households speaking English at home (average 61%, compared to 74% across London and 92% UK) (2015 Labour Force Survey)	Where present, language barriers may affect the ability to understand oral and written communications	Clear translation and interpretation will need to be made available
Wards within the Legacy Corporation area show a higher number of people with no qualifications than London as a whole (2011 Census).	Where present, poor literacy levels may reduce the effectiveness of written communications.	Visual displays and opportunities for face-to-face contact will need to be provided.
Higher proportion of households earning less than London Living Wage at 34% compared with 26% in London (Annual Population Survey 2014)	Low incomes could result in lower uptake of online services	Documents will need to be made available offline as well as online, and arrangements will need to be made for the community to access online services, for example, by visiting the Planning Reception and local libraries.
The Legacy Corporation area has a relatively young population (peaking at 20-35 age-bands) (2011 Census)	Young people are often less responsive to traditional forms of consultation (such as letters)	Innovative and interactive consultation methods will need to be employed to engage this section of the community. Utilising social media to disseminate information.
In June 2015 the average level of unemployment within the four boroughs stood at 7.9% compared to the London-wide figure of 6.6%.	A relatively large number of residents present in the area during the day	Arrangements will need to be made to ensure opportunities for people to be involved capture the wider community including during the working week, evenings and weekends
Large population growth, with 2,200 units under construction in December 2015	New communities coming into the area will need to be engaged	Need to ensure efforts to engage are regularly reviewed and refreshed to capture new communities

DUTY TO COOPERATE

The Legacy Corporation will satisfy its duty to co-operate by holding regular meetings with the Greater London Authority (GLA), the four boroughs and other prescribed bodies. This includes senior officer meetings, the Planning Policy Forum, and other meetings on an ad hoc basis. It is likely that specific meetings and regular engagement will also take place with the Transport for London, the Environment Agency and infrastructure providers.

PREPARATION OF THE LOCAL PLAN REVIEW

The Legacy Corporation Local Plan was adopted on 21 July 2015. The document set a number of commitments with regard to the timetable for Local Plan review, most notably to review the housing targets by 2018/19. It is not anticipated that the Review will involve all policies within the Plan, instead it will be a targeted review of the housing delivery policies and other topic areas where required. At this stage it is anticipated that a policy area will be reviewed under the following circumstances:

- Where there has been a substantial change in national or London Plan policy
- Where updates to evidence base have uncovered changing circumstances
- Where plan monitoring has identified some delivery issues
- Where specific issues have been raised during the early stages of consultation; and

- Where improvement would aid the application of a policy.

The Local Plan Review is also likely to review progress against the 21 separate site allocations namely to assess the need for any amendments in the light of new evidence, whether there is a need to remove a site allocation where the development has been fully or substantially delivered, or where new allocations are required to deliver the development required over the plan period.

The scope of the Local Plan review will be set out at earliest stage, and will trigger the beginning of the local plan preparation stage known as Regulation 18. This scope will be subject to review following the close of the initial consultation period. The new Local Development Scheme (LDS) will set out the timetable for the Local Plan Review, which will need to follow the statutory processes set out below.

The Legacy Corporation has a statutory commitment to consult a number of specific and general consultation bodies at each stage in the plan preparation process (see glossary for list). Engagement with these bodies will principally involve letters and emails, but on occasion it is likely that specific meetings may be required, or events organised. The Legacy Corporation will also at each stage send letters and emails to those who have expressed an interest in the planning of the area through registration on the consultation database. The table overleaf shows the methods which the Legacy Corporation will adopt at each stage to fulfil its statutory duty and local commitments to engagement.

Local Plan Preparation Process

- Pre-production evidence gathering
- Regulation 18: Preparation of the local plan including on-going community engagement
- Regulation 19: Publication of the draft local plan
- Regulation 20: Consultation on the draft local plan
- Regulation 22: Submission of Local Plan to the Secretary of State with prescribed accompanying documents
- Regulation 24: Independent Examination
- Regulation 25: Publication of Inspector's Report
- Regulation 26: Adoption

Stage	Statutory requirement within Town and Country Planning (Local Planning) (England) Regulations 2012	Methods adopted by Legacy Corporation
Regulation 18: Preparation of a local plan	Notify the bodies of subject of the local plan: <ul style="list-style-type: none"> • Specific consultation bodies (aka statutory consultees) • General consultation bodies (bodies representing different groups within the area's community) • Residents and other key persons considered appropriate (i.e. those on the consultation database) 	<ul style="list-style-type: none"> • Emails and letters to individuals on the consultation database (including specific and general consultation bodies) • Dedicated web-pages • Dedicated email address • Web-based consultation forms/packages • Articles in Legacy Corporation newsletters • Use of social media This may also include, where considered appropriate: <ul style="list-style-type: none"> • Press adverts • One-to-one meetings • Attending meetings of community groups and organisations • Workshops, drop-in sessions, exhibitions, focus groups • Leaflet production and distribution
Regulation 19: Publication of a local plan	Before submitting the local plan documents to the secretary of state make available at principal office and other places considered appropriate and published on website the following: <ul style="list-style-type: none"> • Proposed submission documents • Statement of representations procedure and notice of availability of documents 	<ul style="list-style-type: none"> • Relevant documents made available at Legacy Corporation offices giving details of the place and times • Dedicated web-pages containing the relevant documents • Emails and letters to individuals on the consultation database (including specific & general consultation bodies) • Dedicated email address • Web-based consultation forms/packages • Articles in Legacy Corporation newsletters • Use of social media This may also include, where considered appropriate: <ul style="list-style-type: none"> • Press adverts • Making the documents available at the offices of the four boroughs and other community locations
Regulation 20: Representations relating to a local plan	Persons may make representations on the local plan within the consultation period	<ul style="list-style-type: none"> • Leaflet production and distribution
Regulation 22: Submission of document's and information to the Secretary of State	<ul style="list-style-type: none"> • As soon as possible after submission should make available the submission documents, including copies of representations made under regulation 20. • Inform specific consultation bodies, general consultation and other invited to make representations of the submission, and that documents are available for inspection 	<ul style="list-style-type: none"> • Relevant documents made available at Legacy Corporation offices giving details of the place and times • Documents available on the LLDC website • Emails and letters to individuals on the consultation database (including specific and general consultation bodies) • Articles in Legacy Corporation newsletters • Use of social media • Dedicated email address This may also include, where considered appropriate: <ul style="list-style-type: none"> • Making the documents available at the offices of the four boroughs and other community locations

Regulation 24: Independent examination	At least 6 weeks before opening of examination sessions make the matters available the date, time and place of the examination hearings (where applicable) and the name of the person carrying out the examination at: <ul style="list-style-type: none"> • Principal office and other places considered appropriate • Published on website 	<ul style="list-style-type: none"> • Relevant documents made available at Legacy Corporation offices giving details of the place and times • Documents available on the LLDC website • Emails and letters to individuals on the consultation database (including specific and general consultation bodies) • Dedicated email address This may also include, where considered appropriate: <ul style="list-style-type: none"> • Making the documents available at the offices of the four boroughs and other community locations • Articles in Legacy Corporation newsletters
Regulation 25: Publication of recommendations of the appointed person	Make recommendations from the examination available as soon as possible. Give notice of adoption of the Local Plan.	<ul style="list-style-type: none"> • Relevant documents made available at Legacy Corporation offices giving details of the place and times • Document available on the LLDC website • Emails and letters to individuals on the consultation database (including specific and general consultation bodies) • Dedicated email address This may also include, where considered appropriate: <ul style="list-style-type: none"> • Making the documents available at the offices of the four boroughs and other community locations • Articles in Legacy Corporation newsletters
Regulation 26: Adoption	As soon as possible after adoption make the following available: <ul style="list-style-type: none"> • Local plan • Adoption statement • Sustainability appraisal • Details of where documents are available Send a copy of the adoption statement where requested and to the Secretary of State	<ul style="list-style-type: none"> • Adoption statement and relevant documents made available at Legacy Corporation offices giving details of the place and times • Documents available on the LLDC website • Emails and letters to individuals on the consultation database (including specific and general consultation bodies) • Dedicated email address This may also include, where considered appropriate: <ul style="list-style-type: none"> • Making the documents available at the offices of the four boroughs and other community locations • Articles in Legacy Corporation newsletters

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)

The Legacy Corporation will conform to its statutory duty by carrying out a sustainability appraisal (SA) of the Local Plan Review to assess its impact on social, economic and environmental objectives. This will also incorporate the requirement to carry out a strategic environmental assessment (SEA). It will be an iterative process and outcomes will be fed back to inform the policies and proposals of the Local Plan Review. Sustainability appraisal is subject to public consultation and will be published as a key supporting document alongside each key stage of Local Plan preparation.

Habitats Regulations

Habitats Regulations Assessment (aka ‘appropriate assessment’) assesses whether a plan or project, ‘in combination’, could affect the ‘integrity’ of sites of international nature conservation importance in Europe. It takes a precautionary approach: plans or projects that could affect site integrity may not be adopted unless a series of stringent requirements – testing of alternatives, proof of overriding need, and provision of compensation - are met. Any HRA documents produced by the Legacy Corporation will be made available at key stages and Natural England as a statutory consultee for HRA will be fully involved throughout this process.

SUPPLEMENTARY PLANNING DOCUMENTS

The Legacy Corporation has prepared and adopted a number of Supplementary Planning Documents. It is no longer a requirement to list the SPD within the Local Development Scheme, however any future SPDs, attached to either the adopted Local Plan (2015), or the Local Plan Review will be prepared in accordance with the statutory process below. This section sets out how the local community and other key stakeholders will be involved in SPD preparation.

The type of SPD (i.e. topic or area-based) will determine the type of early engagement which takes place. The Legacy Corporation will identify a list of key stakeholders from the outset and ensure these groups and individuals have early input into the scope and form of the SPD. This may also include, where considered appropriate one-to-one meetings, attending meetings of community groups and organisations and workshops, drop-in sessions, exhibitions, focus groups. European environmental requirements mean that it is likely that a SEA Screening exercise will take place, which will provide

an early opportunity for individuals and stakeholders to have an input into the scope of the SPD.

At the public participation stage, emails and letters will be sent to individuals on the consultation database (including specific and general consultation bodies). Dedicated web-pages, email address, postal address and web-based consultation forms/packages will be utilised to capture information. It is also likely that articles will be placed in Park News (QEOP newsletter) and social media utilised.

Depending on the form and scope of the SPD, it may also involve one-to-one meetings, attending meetings of community groups and organisations, workshops, exhibitions and focus groups.

On adoption, a consultation statement will be published setting out who was consulted in the preparation of the SPD, a summary of the main issues raised and how those issues have been taken into account. Emails and letters will be used to inform stakeholders that the SPD has been adopted and the Adoption Statement is available.

SPD Preparation Process

- Pre-production evidence gathering (including informal engagement with key stakeholders)
- Regulation 12: Public Participation (formal consultation) on draft SPD
- Regulation 14: Notification of adoption of the SPD



NEIGHBOURHOOD PLANNING

There is currently one designated Neighbourhood Forum and Neighbourhood Area within the Legacy Corporation area, the Greater Carpenters Neighbourhood. This was designated by the meeting of the Legacy Corporation's Board on 21 July 2015.

Process and responsibilities

The Legacy Corporation has two strands of responsibilities in relation to neighbourhood planning: those relating to the statutory processes on neighbourhood plan production and those that relate to 'non-financial' assistance to the Forum. Any designated neighbourhood forum within the area also has the responsibility to consult with the community in the preparation of its neighbourhood plan. The table overleaf shows the responsibilities of each party at each stage of the process.

Consultation methods

Where the Legacy Corporation has a responsibility to publicise different stages of the neighbourhood planning process as set out above, it will:

- Make the relevant documentation available on the website and in the Legacy Corporation offices, and where relevant, within other community venues and the relevant London borough offices
- Send letters and emails to relevant statutory consultees and addresses within, and where appropriate in close proximity to, the proposed or designated neighbourhood area
- Utilise other publicity methods, which may include press notices, Legacy Corporation newsletters and social media.
- Ensure responses can be submitted via a range of media, including on-line response forms, and dedicated email and postal addresses.

The Legacy Corporation will expect any neighbourhood forum within the area to maintain high standards in the consultation and engagement processes. Neighbourhood forums should consult the community in accordance with the 2012 Neighbourhood Planning Regulations (as amended), which will include notifying key consultation bodies whose interests are affected, and utilising different methods aimed at involving those who work, live or carry out business within the area. These methods are likely to include use of letters and emails,



Regulations	Legacy Corporation	Neighbourhood Forum	Notes
Regulation 5 & 8: Application for designation of area/ forum		✓	
Regulation 6 & 9: Consultation on area and forum	✓		Making relevant material available
Regulation 7 & 10: Publicising designation of area and forum	✓		Making relevant material available
Regulation 14: Pre-submission consultation on draft Neighbourhood Plan		✓	
Regulation 16: Publicising a Neighbourhood Plan proposal	✓		Making relevant material available
Regulation 17: Submission of draft Neighbourhood Plan	✓		Send the relevant documentation to the appointed examiner
Regulation 18: Examiner's Report	✓		Publish relevant information, decision details and actions on the website
Referendum	✓		The Legacy Corporation will liaise with the borough's electoral services division
Regulation 19 & 20: Making of the Neighbourhood Plan	✓		Publish decision, relevant documentation and information on where it can be inspected on website

community newsletters, websites and leaflet drops.

The Legacy Corporation also expects that the neighbourhood forum makes efforts to engage with key stakeholders; raise awareness within all parts of the neighbourhood area and with different residents and business groups; and that the forum itself remains representative of the area as a whole (see Section 61F of the 1990 Town and Country Planning Act).

Support

Paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended) stipulates that local planning authorities must provide such non-financial advice or assistance to qualifying bodies as they consider appropriate for the purposes of neighbourhood plan preparation. This section sets out the support and assistance the Legacy Corporation will provide to any designated neighbourhood forum.

The Legacy Corporation will assist in the preparation of the Neighbourhood Plan. This may include the following, where reasonable:

- Providing advice on appropriate consultation methods
- Attending neighbourhood plan meetings
- Providing comments and suggestions on any material produced
- Providing contacts within stakeholder organisations
- Facilitating joint meetings and events
- providing assistance or advice where Strategic Environmental Assessment is required, including any SEA screening or scoping exercises
- Providing photocopying and printing resources

Following submission of the draft Neighbourhood Plan the Legacy Corporation will organise the independent examination. This will include:

- Information dissemination through email, letters and use of the Legacy Corporation website
- Collation of representations and other administration
- Photocopying and printing
- Hosting/providing a venue for hearings (if required).

COMMUNITY INFRASTRUCTURE LEVY

Any future review of the CIL Charging Schedule would need to follow the statutory processes as set out below.

The Legacy Corporation will use a variety of methods and techniques to make the necessary information publically available and invite representations. This will include:

- Making information available on dedicated web-pages and at the Legacy Corporation offices
- Emails and letters to individuals on the

consultation database (including consultation and relevant voluntary bodies)

- Use of a dedicated email address
- Web-based consultation forms/packages
- Use of social media

This may also include, where appropriate:

- Articles in Park News (QEOP newsletter)
- Press adverts
- One-to-one meetings
- Attending meetings of community groups and organisations
- Workshops, drop-in sessions, exhibitions, focus groups Leaflet production and distribution

CIL Preparation process

- Consultation on Preliminary Draft Charging Schedule
- Consultation on Draft Charging Schedule
- Notification of examination of the Draft Charging Schedule
- Notofocation of adoption of Charging Schedule



INVOLVEMENT IN PLANNING APPLICATIONS

The Legacy Corporation’s Planning Policy and Decisions Team (PPDT) is responsible for processing of all planning applications within the Legacy Corporation area. Both publicity and consultation are a key part of the process. This section sets out how the community and stakeholders can be involved at various stages in the planning application process.

For the purposes of clarity, the processes set out within this section are separate from the public consultation and publicity exercises undertaken by the Legacy Corporation’s Development Team with regard to their own applications. These applications are determined by PPDT in the same manner as any other applicant.

PRE-APPLICATION STAGE

While PPDT cannot refuse to accept an application, it will seek to ensure that all applications submitted are subject to pre-application discussions. This will ensure that applications are submitted to the correct authority, identify planning issues or legal matters early on, and will assist in reducing costs by avoiding unacceptable submissions and clarifying prospective conditions.

Developers will be very strongly encouraged to consult

local communities before submitting planning applications for major developments. This will give local people, statutory and non-statutory specialist interest groups a chance to comment when there is still genuine scope for changes to the proposals. Proposals for consultation with the community should be discussed with PPDT at an early stage and are also encouraged to liaise early with infrastructure providers.

The level of consultation should be dependent on the type of development proposed, and the cost of this should be assumed by the applicant. PPDT will expect to be invited to attend pre-application consultation events; however it is essential that impartiality is maintained. Officers will be supportive but not influential at pre-application consultation events. Applicants will need to provide PPDT with reasonable access to all information relating to community involvement undertaken to ensure that procedures followed are in accordance with this SCI and where community consultation has taken place, a full statement of community involvement should be submitted with the planning application.

Where Members of the Legacy Corporation’s Planning Decisions Committee are interested in pre-application processes they may give an opinion



without prejudice at community involvement events, However, in accordance with the adopted Planning Decisions Code of Practice they are not allowed to have a predetermined view of the planning application when taking part at the planning committee.

APPLICATION STAGE

PPDT has a number of information requirements, which are set out within the validation checklist: <http://www.queenelizabetholympicpark.co.uk/-/media/validationlistfebruary2013v2.ashx?la=en>

It cannot validate an application unless all the relevant material has been submitted.

The majority of planning applications need to be accompanied by a Design and Access Statement, which should be prepared in consultation with the community. The statement should clearly show which groups and people the applicant have been, or will be, discussing the scheme with. A statement will be expected to show that the applicant has spoken to local communities and (where appropriate) sought professional advice at the earliest possible stage of the scheme's development.

For more information, please see the Design Council's guidance: <http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

Once an application has been validated, the Legacy Corporation will raise community and stakeholder awareness by:

- Advertising details of relevant applications in local papers
- Notifying neighbours by letter giving 21 days to comment on the application and/or erecting site notices
- Making details available for viewing at the Legacy Corporation's offices during working hours and on the website
- Consulting statutory bodies on particular planning applications, for example, infrastructure providers, environmental interest, leisure and historical interest groups.
- Consulting the relevant borough council on specific planning applications, as agreed with the Boroughs.
- Enabling comments to be submitted by the



website as well as email and letter

- Providing advice on a particular application by telephone from the case officer.

In addition to the above, major and high-profile applications are also highlighted on the planning applications section of the Legacy Corporation's website at: <http://www.queenelizabetholympicpark.co.uk/planning-authority/view-and-comment-on-applications>

Comments made to an application should be in writing (via post, email or electronically). Comments received will be placed on a public file held at the Legacy Corporation offices which include personal details of the respondent. This is a legal requirement. Details of the comments made will also be published on the Internet where they can be seen by anyone, including the applicant, however for data protection purposes the personal details of the respondents will be removed from the online copy.

Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission unless it relates to valid planning reasons which can be substantiated.

DECISION STAGE

PPDT's powers to determine planning applications are governed by a range of legislation and Government guidance. PPDT determines

Matters which the Legacy Corporation can take into account include:	Matters which the Legacy Corporation cannot take into account include:
Planning Policy and Government Guidance.	Loss of property value
External design, appearance and layout	The applicant's morals or motives (e.g. profit)
Existing use rights and previous planning decisions relating to the land	Loss of a view over third party land
Highway safety and parking	Matters covered by other legislation or by other laws (e.g. covenants, bylaws and Building Regulations)
Loss of light to habitable rooms or overshadowing	Structural stability of property and capacity of the drains
Loss of privacy	The applicant's personal circumstances (e.g. financial status, size of family, age or other 'needs')
A loss of amenity e.g. landscape, trees, environmental matters, noise	Market competition between businesses
Energy use, flooding and climate change	Private disputes regarding land ownership or boundaries (e.g. fences, private rights of way, rights to light, etc.)
Impact on the environment and biodiversity	

applications in accordance with the Development Plan unless other material considerations indicate otherwise. This means that applications are approved if they generally comply with up-to-date plan policies unless there are material considerations which outweigh the benefits of doing so. Any such material considerations will need to be weighed in reaching a decision. The Development Plan for the area constitutes the London Plan and the Legacy Corporation Local Plan (2015), therefore these are the starting point for considering an application.

PPDT can only take into account issues which are relevant to planning and can only refuse applications where there are sound and clear planning reasons to do so. The results of any consultation will be reported and taken into account in decisions made by, and on behalf of, the Legacy Corporation. The table above provides some guidance in relation to what can and cannot be taken into account in planning decisions.

A decision will be made within eight weeks for a majority of applications (or 13 for major applications), or as set out within a Planning Performance Agreement (PPA) Dependent on the type and scale of the application, decisions will either be made at the Planning Decisions Committee or delegated by the Committee to the Director of Planning Policy and Decisions.

The Planning Decisions Committee meets on a monthly basis, and agendas are available five working days before a meeting and can be viewed at the Legacy Corporation's Offices and on its website. Usual practice will be that objectors and supporters who have commented on a planning application will be contacted no less than five working days before the Committee meeting to ask whether they wish to speak and to give details of how they may make such a request. The applicant will be similarly informed and told the recommendation.

If anyone has requested to speak, applicants or their representatives will also be asked whether they wish to speak. If the application is recommended for refusal and the applicant has requested to speak, supporters of the recommendation (that is, objectors to the application) will be notified.

Applicants or their representatives will not normally be asked to speak where the application is recommended for approval and there are no requests from objectors to speak, though the Committee Chair has discretion. Unless otherwise agreed by the Committee Chair, the maximum total time allowed for speakers will be five minutes for objectors and five minutes for supporters. If several individuals wish to speak they will share the five minute period and be encouraged to nominate one

speaker where possible.

PPDT provides notification of decisions by placing minutes of the Planning Committee on the website and decisions on individual applications can also be viewed through the Planning Register on the website: <http://planningregister.londonlegacy.co.uk/>

POST-APPLICATION STAGE

If a planning application is refused, the applicant is unhappy with a planning condition, or if PPDT does not determine it within the statutory time period, the applicant has the right to appeal against the decision or non-determination. Only the applicant

has the right to appeal.

Everyone who was consulted and gave their views on the original application will be advised that an appeal has been received and told how they can make their views on the appeal known directly to the Planning Inspectorate. Objectors can submit new views to the Inspectorate. All views are considered during the appeal. The Planning Inspectorate will inform the Legacy Corporation and objectors of the outcome. Appeal decisions will be placed on the Legacy Corporation's website.

FREQUENTLY ASKED QUESTIONS

What if my comments are received late?

Failure to meet the deadline could mean your comments are not considered. However, PPDT endeavours to take into account all comments received before an application is decided. Comments received late will be addressed within the Officer report where possible, or will be reported orally to Committee, in the case of a Committee decision.

What happens if the application is changed (amended) before it is decided by the Legacy Corporation?

On occasion, changes (known as amendments) to schemes are sought by an applicant following an initial assessment of a proposal and/ or following an assessment of comments or objections made but before the Legacy Corporation has determined the application. Where changes are significant it is the PPDT's policy to re-consult the neighbours and other parties who have made representations. A period of 14 days is usually allowed for comment to be made. Neighbours or other parties will not be re-notified of minor changes unless they are likely to have an impact which is considered to be different to the original plans.

What happens to my comments?

Comments are passed to the Case Officer for consideration. Where appropriate, amendments may be sought to address issues raised. Unfortunately, due to the volume of comments made on applications PPDT is not able to reply to letters although they will be formally acknowledged. You will also be advised of the decision taken. All matters raised in letters are taken into account and are summarised in an Officer's report to the Planning Decisions Committee (or to the Director of Planning Policy and Decisions who has delegated authority to deal with minor applications).

Should I involve my Ward Councillor?

Ward Councillors are local elected representative on each Council. Each Council has nominated a representative to the Planning Decisions Committee. Ward Councillor could speak to the Borough Councillor on the Planning Decisions Committee and request to speak at the committee meeting on your behalf. The Councillor on the Planning Decisions Committee also has the authority to request for delegated applications to be referred to the Planning Decisions Committee for determination.

MONITORING AND REVIEW

REVIEW

The aim of the SCI is to ensure effective community involvement in planning policy and planning decisions. The Legacy Corporation will periodically assess the efficacy of techniques set out within this document in gaining community involvement, and in particular its success at targeting specific groups.

The Legacy Corporation will also periodically consider the need to review the SCI itself to take account of any changes in local circumstances or legal requirements, and any comments relating to consultation methods received will be considered throughout these processes.

COMMENTING ON THE SCI

Following the 2012 Regulations there is no longer a legal requirement to consult the community on the content of the SCI. However, the views of partners and stakeholders, including the community, on specific consultations will be taken into account, including any feedback that would help to improve future consultations.

For any matters in relation to planning policy please email Planning Policy at planningpolicy@londonlegacy.co.uk, or by post to:

Planning Policy
London Legacy Development Corporation
10th Floor
1 Stratford Place
London
E20 1EJ

GLOSSARY

Community

Community usually refers to those living within a specific area but can be any group with shared needs or interests living in the Legacy Corporation boundary, as well as those with business interests and the working population.

- Water companies
- The Homes and Communities Agency
- The Mayor of London
- The Civil Aviation Authority
- The Office of Rail Regulation
- Transport for London
- Local Enterprise Partnership

Consultation database

Database of the specific and general consultation bodies as well as those who have represented an interest in the area and wish to be kept informed.

Planning Policy Forum

Regular meetings which take place at the Legacy Corporation offices including the four boroughs, Transport for London, Lee Valley Regional Park Authority and the Greater London Authority.

General consultation bodies

- Voluntary bodies whose activities benefit part of the local planning area
- Bodies representing the interests of racial, ethnic or national groups; different religious groups; disabled persons; the interests of those carrying out a business

Specific consultation bodies (Statutory consultees)

Consultees which must be consulted on planning policy matters and applications, where relevant.

- The Coal Authority
- Environment Agency
- Historic England
- Natural England
- Network Rail Infrastructure Ltd
- Highways Agency
- LB Newham
- LB Tower Hamlets
- LB Waltham Forest
- LB Hackney
- Gas companies
- Communications companies
- Clinical Commissioning Groups
- Electricity companies
- Sewage companies