



Havering
L O N D O N B O R O U G H

STATEMENT OF COMMUNITY INVOLVEMENT
February 2015

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1. INTRODUCTION

1.1 What is the Statement of Community Involvement?

1.1.1. Havering is committed to securing effective involvement of the community and other stakeholders in the future development of the Borough. The purpose of the Statement of Community Involvement (SCI) is to set out the preferred options and legal requirements for involving the community and other stakeholders in:

- The preparation of planning policies including a new Havering Local Plan which will set out the long term strategic planning priorities, objectives and opportunities for development and clear policies on what will or will not be permitted and where.
- The determination of planning applications through the decision making process.

1.1.2. Planning policies and decisions help shape the places and spaces where people live, work, are educated, visit and invest in and it is therefore essential that Havering's stakeholders including residents have an opportunity to take part in the process.

1.2 Why do we need a new Statement of Community Involvement?

1.2.1 Havering's first Statement of Community Involvement was adopted in 2006 to support the preparation of the Local Development Framework (LDF) 2008.

1.2.2 The Council is now reviewing its LDF and will be preparing a new Local Plan for the Borough. The new SCI will support this process and set out how the community and other stakeholders will be consulted and how they can influence the Plan as it develops.

1.2.3 A new SCI is needed so that it can take account of the following:

- Changes to planning legislation including the replacement of Local Development Frameworks with Local Plans.
- Publication of the National Planning Policy Framework (NPPF) in 2012 which encourages consultation before a planning application is submitted and early and meaningful collaboration and engagement when preparing Local Plans and other policy documents.

- Increasing budget pressures and the need to consult effectively and in the most efficient way.
- The increasing use of online communication methods and social media.

1.3 *Links to other Havering Policies*

- 1.3.1 Havering's 'Living Ambition' Strategy and its associated Corporate Plan set out the Council's commitment to actively consult and engage with residents, service users and local communities in pursuit of its long-term vision to achieve a better quality of life for residents.
- 1.3.2. The Council has also developed a consultation policy and toolkit for use within the Council which sets out Havering's commitment to be open and accessible and to consult widely with residents, service users, and local communities on policy issues that affect them and on the services the Council provides. As part of this work the Council has developed seven Guiding Principles of Consultation, these are reflected in the draft Statement of Community Involvement.

Guiding Principles of Consultation

- Integrity
- Accessibility
- Visibility
- Disclosure
- Transparency
- Fair Interpretation
- Publication

Further detail on each of these principles is set out in Appendix A.

- 1.3.3 Havering Compact 2008 sets out guidelines for consultation, information sharing and participation in order to enable the voluntary and community sector in Havering to make an effective contribution to the development and implementation of policy.

2. HAVERING'S STAKEHOLDERS AND LOCAL COMMUNITY

2.1 *Havering's community*

2.1.1 Havering's community is made up of many different groups including residents, workers, visitors, service providers, businesses and community groups all of whom can have a wide range of differing views, aspirations and priorities.

2.1.2 An assessment of Havering's community profile has identified a number of characteristics that may need to be taken into account when considering how to consult and engage effectively. These are identified below:

- There is a growing older population (over 65's)
- There is a growing younger population (under 18's)
- There is an increasingly diverse population with an increase in ethnic minorities
- There are a number of languages spoken in Havering as well as English
- There are a significant number of residents who have a long term health problem or disability
- There are some pockets of deprivation in the Borough

2.2 *Statutory consultation bodies*

2.2.1 The Local Planning Regulations 2012 require the Council to consult and notify a number of 'specific consultation bodies' when preparing Local Plans. The Council may also consult any of the 'general consultation bodies' and residents or other such persons carrying out business in the area, that the Council considers is appropriate.

2.2.2 The specific consultation bodies who are required to be consulted are:

- The Mayor of London
- Transport for London
- Relevant authority any part of whose area is in or adjoining the Borough of Havering:
- The Environment Agency
- the Historic Buildings and Monuments Commission for England (known as English Heritage or Historic England from 1st April 2015)
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- the Highways Agency

- the Civil Aviation Authority
- Local Enterprise Partnership(s)

1.2.3 The general consultation bodies (optional consultees) are:

- Any voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- Any bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- Any bodies which represent the interests of different religious groups in the local planning authority's area
- Any bodies which represent the interests of disabled persons in the local planning authority's area
- Any bodies which represent the interests of persons carrying on business in the local planning authority's area

3. COMMUNITY INVOLVEMENT IN PLAN MAKING

3.1 Introduction to planning policy documents

- 3.1.1 There are a number of planning policy documents that the Council is either required to or may wish to produce. The different types of documents are set out below.

The Local Plan

- 3.1.2 The Council is required to produce a Local Plan for the Borough. Local Plans set out the long-term strategic planning priorities, objectives and opportunities for development and clear policies on what will or will not be permitted and where. Decisions on planning applications are taken in accordance with the policies set out in Local Plans.
- 3.1.3 Local Plans can comprise of more than one document, for example this could include separate Local Plan documents setting out policies relating to a specific area of the borough or a specific topic area, such as waste.
- 3.1.4 The Local Plan has to be consistent with national planning policy (the NPPF) and in general conformity with the London Plan which is produced by the Mayor of London.
- 3.1.5 Local Plans are subject to a minimum of two stages of public consultation. They are then submitted for consideration by an Independent Planning Inspector. For further details on the process of preparing a Local Plan refer to table 3.1.
- 3.1.6 Until a new Local Plan is adopted, development in Havering will continue to follow the policies in the Local Development Framework (LDF) 2008, the London Plan (2011) and subsequent alterations, and the National Planning Policy Framework.

Neighbourhood Plans

- 3.1.7 The Localism Act 2011 introduced new powers enabling local communities to come together to prepare Neighbourhood Plans. Neighbourhood Plans set out policies in relation to the development and use of land for a designated Neighbourhood Area. In Havering a Neighbourhood Plan would need to be produced by a designated community group, known as a Neighbourhood Forum. The Plans are approved

through referendum after being checked for legal compliance by an independent examiner.

- 3.1.8 There are currently no Neighbourhood Forums or Neighbourhood Plans in Havering.

Supplementary Planning Documents

- 3.1.9 Supplementary Planning Documents (SPD) provide further detail and guidance on the implementation of policies set out in a Local Plan but they cannot set new policies. SPDs are subject to public consultation prior to being adopted. For further details on the process of preparing an SPD refer to table 3.3.

Sustainability Appraisal

- 3.1.10 A Sustainability Appraisal is a statutory document the purpose of which is to ensure that the promotion of sustainable development is integrated in the plan making process. It is a key tool used to appraise the environmental, economic and social effects of plans, strategies and policies. The Sustainability Appraisal process includes two stages of public consultation, firstly on the defining the scope of the Appraisal and then on the draft document. For further details on the process of preparing a Sustainability Appraisal for the Local Plan, refer to table 3.2.

Local Development Scheme

- 3.1.11 Local planning authorities are required to prepare and maintain a Local Development Scheme (LDS). The purpose of the LDS is to set out the plans and policy documents that will be prepared by the Council and a timetable for their delivery.

- 3.1.12 The Local Development Scheme is not subject to public consultation.

Authority Monitoring Report

- 3.1.13 The Localism Act 2011 requires local authorities to prepare and publish an Authority Monitoring Report (AMR) containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Development Framework (LDF)/ Local Plan.

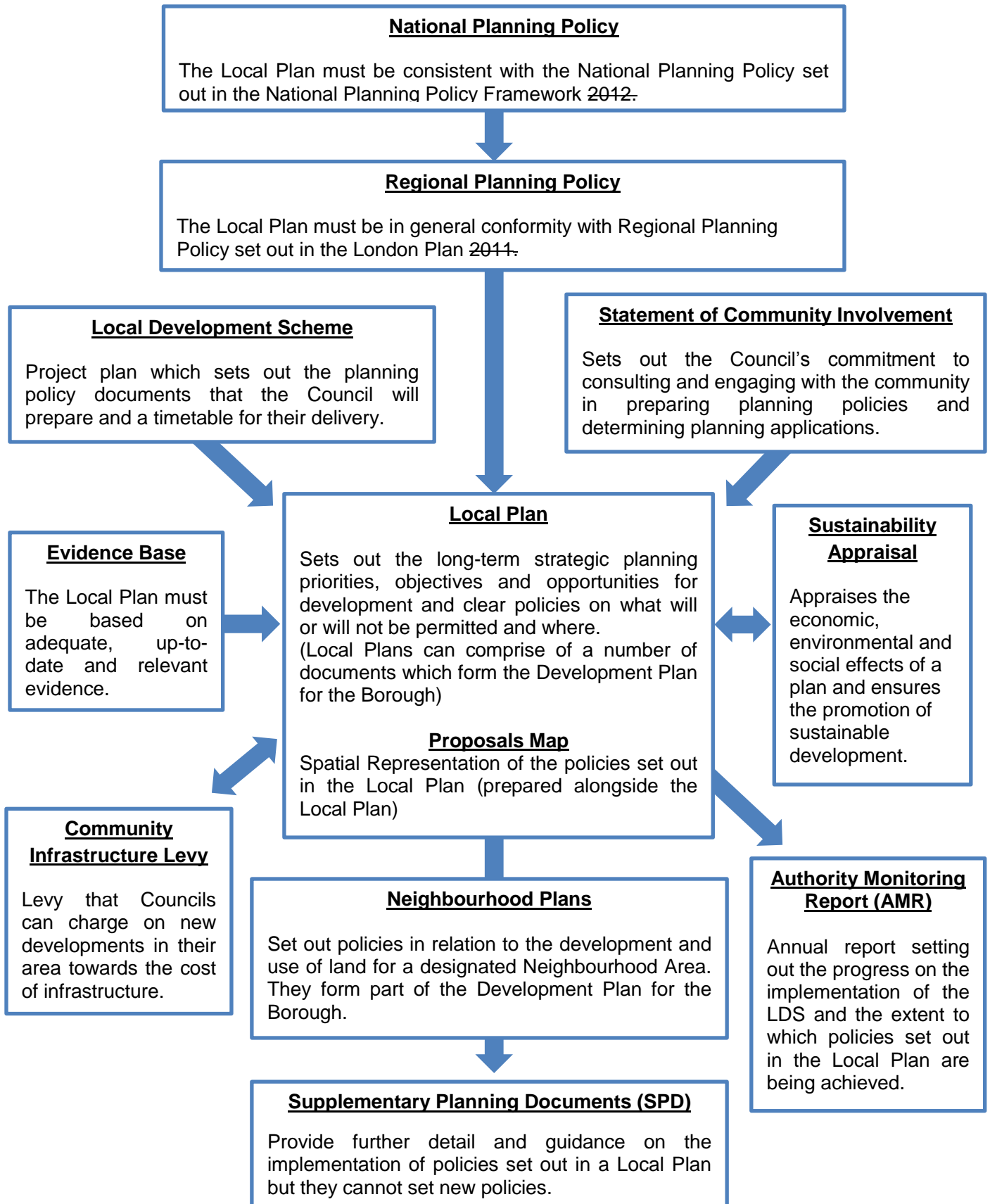
- 3.1.14 The Authority Monitoring Report is not subject to public consultation.

Community Infrastructure Levy

- 3.1.15 Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new developments in their area towards the cost of infrastructure.
- 3.1.16 The charging authority (The Council) sets out its levy rates in a charging schedule. The Charging Schedule is subject to two stages of public consultation before it can be submitted and examined in public by an independent planning inspector. Further details on the process of introducing a Community Infrastructure Levy are set out in table 3.4.

The diagram overleaf shows the key planning policy documents.

Diagram 1: Key Planning Policy Documents



3.2 Community Involvement in the Local Plan

The following table sets out how the Council will engage with the community at each stage of the Local Plan process.

Table 3.1 Community involvement in the Local Plan Process

Stage	Community involvement commitments (What we will do)	Additional options
Preparation and Initial Consultation At this stage an initial consultation document/questionnaire will be prepared and it will be subject to public consultation	<ul style="list-style-type: none"> - Consult for a minimum of 6 weeks; - Consult statutory consultees - specific and appropriate general consultation bodies including HAVCO (Havering Association of Voluntary and Community Organisations); - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Notify all elected Members; - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter; - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel); - Provision of a questionnaire, if this will assist the consultation.
Publication At this stage the Local Plan is published in what is considered its finalised	<ul style="list-style-type: none"> - Consult for a minimum of 6 weeks; - Consult statutory consultees - specific and general consultation bodies including HAVCO. - Publicise and make consultation documents available on the Council's website; 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter; - Publicise in the Council's quarterly 'Living in Havering' magazine if the

form	<ul style="list-style-type: none"> - Make consultation documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Notify all elected Members; - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<p>timing allows;</p> <ul style="list-style-type: none"> - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel); - Provision of a questionnaire, if this will assist the consultation.
<p>Submission to the Secretary of State</p> <p>At this stage, the Plan, the Sustainability Appraisal, any information documents that are appropriate, and a report of the consultation process and results, are forwarded to the Secretary of State for consideration.</p> <p>There is no consultation at this time.</p>	<ul style="list-style-type: none"> - Make submission documents available on the Council's website; - Notify statutory consultees including specific and general consultation bodies. - Make submission documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Issue a statutory public notice in the Romford Recorder - Notify registered contacts (refer to section 3.5) including those who previously commented on the Plan by email or in writing if no email address is provided. - Make consultation documents available in alternative formats on request (refer to section 3.6). 	
<p>Public Examination</p> <p>At this stage the Local Plan is 'examined' by the</p>	<ul style="list-style-type: none"> - Publish the date, time and location of the Examination on the Council's website - Issue a statutory public notice in the Romford 	

<p>Planning Inspectorate on whether it is 'sound' and has met all of the legal requirements.</p> <p>A programme officer is appointed who is responsible for organising and running the Examination on behalf of the Inspector.</p>	<p>Recorder</p> <ul style="list-style-type: none"> - Notify those who previously commented on the Plan by email or in writing if no email address is provided. - Make all examination documentation available on the Council's website <p><i>The notifications above will provide details on how to register to speak at the Examination in Public. Only those who have made written representations at publication stage may speak at the Examination</i></p>	
<p>Further consultation</p> <p>The Inspector may suggest changes to the Local Plan and further consultation may be required at this stage and any representations will be considered by the Inspector and not the local planning authority. If further consultation is required it will be carried out in accordance with the commitments for the initial consultation and publication stages.</p>		
<p>Adoption</p> <p>At this stage the Council adopts the final version of the Local Plan.</p>	<ul style="list-style-type: none"> - Publish the Local Plan alongside an adoption statement and other supporting documents on the Council's website; - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Notify statutory consultees including specific and general consultation bodies. - Issue a statutory public notice in the Romford Recorder - Place a copy of the adopted Local Plan in all libraries and the Romford Public Advice Service Centre (PASC); - Make consultation documents available in alternative formats on request (refer to section 	<ul style="list-style-type: none"> - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel);

	3.6).	
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As set out in paragraph 3.1.10 the Local Plan must be accompanied by a Sustainability Appraisal, which is prepared in parallel to the Local Plan Process. The SA is subject to public consultation as detailed in table 3.2 below

Table 3.2 Community Involvement in Sustainability Appraisals

Stage	Community Involvement Commitments (What we will do)	Additional options
<p>Stage A: Setting the context, establishing baseline and deciding on scope.</p> <p>At this stage a Draft Scoping Report is prepared and is subject to public consultation.</p> <p>Public consultation on the Scoping Report will occur prior to the initial consultation on the Local Plan.</p> <p>Comments received during the consultation period will be considered and a final version of the Scoping report will be prepared and published.</p>	<ul style="list-style-type: none"> - Consult for a minimum of 5 weeks; - Consult statutory consultees by email or letter: <ul style="list-style-type: none"> - Environment Agency - Natural England - English Heritage (Historic England from 1st April 2015) - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter;

<p>Stage B: Developing and refining options and assessing affects</p> <p>This stage occurs in parallel with preparing the submission version of the Local Plan.</p>	<p>There is no public consultation at this stage</p>	
<p>Stage C Preparing the SA report</p>	<p>There is no public consultation at this stage</p>	
<p>Stage D Consulting on the SA Report</p> <p>Public consultation on the SA report will take place alongside consultation on the Submission version of the Local plan.</p>	<ul style="list-style-type: none"> - Consult for a minimum of 5 weeks; - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter;
<p>Stage E Monitoring the significant effects of implementing the DPD</p>	<p>There is no public consultation at this stage</p>	

3.3 Community Involvement in Supplementary Planning Documents

The following table sets out how the Council will engage with the community when preparing Supplementary Planning Documents

Table 3.3 Community Involvement in the SPD process

Stage	Community Involvement Commitments (What we will do)	Additional options
Preparation At this stage a draft version of the SPD is prepared	No specific requirements.	Informal engagement with relevant stakeholders to agree the level of detail and identify key issues.
Public Consultation At this stage the draft SPD is published for consultation.	<ul style="list-style-type: none"> - Consult for a period of 6 weeks; (statutory minimum is 4 weeks) - Consult statutory consultees - specific and appropriate general consultation bodies including HAVCO. - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all libraries in areas that are affected by the SPD and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Notify Ward Members in areas affected by the SPD; - Make consultation documents available in 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter; - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel); - Provision of a questionnaire, if this will assist the consultation.

	alternative formats on request (refer to section 3.6).	
Following public consultation, the representations received will be considered and amendments will be made to the Supplementary Planning Document.		
Adoption At this stage, the Council adopts the final version of the SPD.	<ul style="list-style-type: none"> - Publish the SPD alongside an adoption statement and other supporting documents on the Council's website; - Notify those who previously commented on the SPD by email or in writing if no email address is provided. - Issue a statutory public notice in the Romford Recorder - Place a copy of the adopted SPD in all libraries in areas that are affected by SPD and the Romford Public Advice Service Centre (PASC); - Issue a statutory notice (press release) in the Romford Recorder - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<ul style="list-style-type: none"> - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel);

3.4 Community Involvement in setting a Community Infrastructure Levy charging schedule

The following table sets out how the Council will engage with the community in preparing its Community Infrastructure Levy:

Table 3.4 Community Involvement in the Community Infrastructure Levy process

Stage	Community Involvement Commitments (What we will do)	Additional options
Preliminary Draft Charging Schedule (PDCS) The PDCS sets out the initial proposals for the levy and is subject to public consultation	<ul style="list-style-type: none"> - Consult for a period of 6 weeks - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter; - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel); - Provision of a questionnaire, if this will assist the consultation.
Following consultation on the Preliminary Draft Charging Schedule, the representations must be considered taken into account when preparing the Draft Charging Schedule.		
Draft Charging Schedule Publication At this stage the Draft Charging Schedule is published for consultation	<ul style="list-style-type: none"> - Consult for a period of 6 weeks (statutory minimum is 4 weeks) - Publicise and make consultation documents available on the Council's website; - Make consultation documents available in all 	<ul style="list-style-type: none"> - Longer consultation period if the consultation falls at certain times such as Christmas or Easter; - Publicise in the Council's quarterly 'Living in Havering' magazine if the

in what is considered to be its final form	<p>libraries and the Romford Public Advice Service Centre (PASC);</p> <ul style="list-style-type: none"> - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a public notice (press release) in the Romford Recorder - Make consultation documents available in alternative formats on request (refer to section 3.6). 	<p>timing allows;</p> <ul style="list-style-type: none"> - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel); - Provision of a questionnaire, if this will assist the consultation.
<p>Submission to Secretary of State</p> <p>At this stage, the Charging Schedule, Statement of consultation and any supporting documents are submitted to the Secretary of State for consideration.</p> <p>There is no public consultation at this time.</p>	<ul style="list-style-type: none"> - Make submission documents available on the Council's website; - Make submission documents available in all libraries and the Romford Public Advice Service Centre (PASC); - Issue a statutory public notice in the Romford Recorder - Notify registered contacts (refer to section 3.5) including those who previously commented on the Plan by email or in writing if no email address is provided. - Make consultation documents available in alternative formats on request (refer to section 3.6). 	
<p>Public Examination</p> <p>The CIL Charging Schedule is subject to examination by an independent Planning Inspector.</p> <p>A programme officer is appointed who is</p>	<ul style="list-style-type: none"> - Publish the date, time and location of the Examination on the Council's website - Issue a statutory public notice in the Romford Recorder - Notify those who previously commented on the Plan by email or in writing if no email address is provided. - Make all examination documentation available on the Council's website 	<ul style="list-style-type: none"> - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel);

responsible for organising and running the Examination on behalf of the Inspector.	<i>The notifications above will provide details on how to register to speak at the Examination in Public. Only those who have made written representations on the Draft Charging Schedule may speak at the Examination</i>	
Adoption At this stage, the Council adopts the final version of the CIL Charging Schedule.	<ul style="list-style-type: none"> - Publish the CIL Charging Schedule alongside an adoption statement and other supporting documents on the Council's website; - Notify registered contacts (refer to section 3.5) by email or in writing if no email address is provided - Issue a statutory public notice in the Romford Recorder - Place a copy of the adopted CIL Charging Schedule in all libraries and the Romford Public Advice Service Centre (PASC); - Make the CIL Charging Schedule available in alternative formats on request (refer to section 3.6); 	<ul style="list-style-type: none"> - Publicise in the Council's quarterly 'Living in Havering' magazine if the timing allows; - Publicise via Council's social media platforms (Twitter, Facebook, Instagram, and YouTube channel);

3.5 *Havering's Planning Consultation Database*

- 3.5.1 The Council's maintains a Consultation Database of local individuals and businesses who have expressed an interest in being consulted on the preparation of Havering's Local Plan and other planning policy documents. When consulting on planning policy documents we will email or write to every registered contact as set out in tables 3.1 to 3.3.
- 3.5.2 If you would like to be added to this Consultation Database, please contact: developmentplanning@haverling.gov.uk or complete our [Online Form](#).
- 3.5.3 All data is held in accordance with the Data Protection Act 1998.

3.6 *Availability of Documents in Alternative Formats*

- 3.6.1 The Council offers alternative formats (such as Large Print or Easy Read) and translation and interpreting services for disabled service users and those who do not speak or read English.
- 3.6.2 Please contact developmentplanning@haverling.gov.uk for further information.

3.7 *The Duty to Cooperate*

- 3.7.1 The Duty to Cooperate was introduced by the Localism Act 2011. It places a legal duty on local planning authorities, to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. The Duty to Cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.
- 3.7.2 The Duty to Cooperate requires Havering to work with neighbouring local authorities on strategic issues and developments that may have cross-boundary implications. This may result in:
- Working together with local authorities to develop common views on policy topics
 - Setting out joint approaches to plan making

- Engage actively and on an on-going basis

3.7.3 Havering welcomes cooperation and on-going engagement with all neighbouring authorities both in London and Essex and other public bodies and appreciates the value and efficiency that can be achieved through joint working and sharing of information and best practices.

3.7.4 The way in which the Council meets its Duty to Cooperate will vary and will depending on the type and scope of the planning document involved and the strategic issues and cross boundary implications.

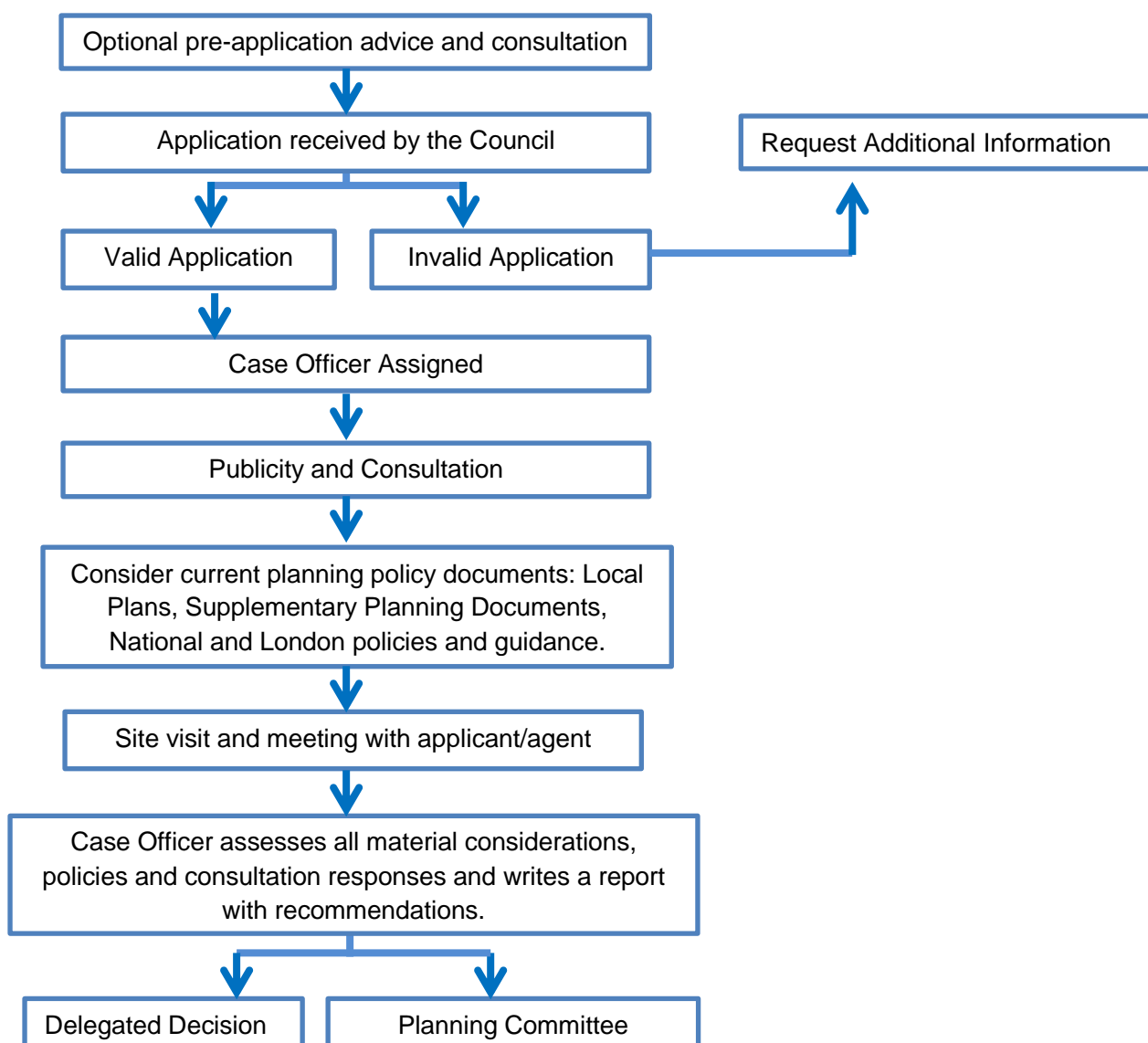
4. COMMUNITY INVOLVEMENT IN PLANNING DECISIONS

4.1 The Planning Application Process

- 4.1.1 The Council determines around 1,700 planning applications each year, ranging from householder extensions to major new residential, retail or office developments. As part of the process of determining these applications, it is important that the community and other stakeholders have the opportunity to get involved in order to help shape the areas where they live, work, visit and invest.
- 4.1.2 Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section explains how the Council will meet these requirements and seek to encourage awareness of and involvement in the planning application and decision-making process.

The diagram below describes the planning application process.

Diagram 2: The Planning Application Process



4.2 Community Involvement at the Pre-application Stage

- 4.2.1 In line with the National Planning Policy Framework 2012 and National Planning Practice Guidance 2014 the Council strongly encourages prospective applicants to engage and consult with neighbours and other stakeholders who might be affected by their proposal, prior to submitting the application to the Council.
- 4.2.2 Involvement of stakeholders and the wider Havering community at the pre-application stage can help early identification of potential issues, ease the subsequent planning process and lead to an improved development.
- 4.2.3 Pre-application consultation does not replace the statutory period of notification and consultation. Refer to section 4.3 for further information
- 4.2.4 The Council does not set prescribed standards for pre-application consultation. The applicant should be able to justify that the methods used are reasonable in relation to the scale and potential impacts of the development and that the consultation reaches those who will be affected by the proposal.
- 4.2.5 Where pre-application consultation is carried out, applicants should prepare a report summarising the type of consultation carried out, the key issues raised and how the scheme has been amended (if at all) to addresses these issues. This should be submitted as part of the planning application.

4.3 Community Involvement at the application stage

- 4.3.1 Once a planning application has been received and validated there is a process of publicity and consultation that is undertaken to ensure that stakeholders and the community have the opportunity to have their say on the development proposed.
- 4.3.2 Certain types of application are not subject to public notification. These are set out in Appendix B.

Neighbour Notification and Site Notices

- 4.3.3 The Council has a statutory duty to notify any adjoining occupier. Letters are also sent to any other neighbouring occupiers that the Council considers to be affected by the proposal.
- 4.3.4 All letters are addressed to 'The Occupier' as we do not hold details of ownership.

4.3.5 When it is not possible to identify all adjoining properties, a site notice is displayed as close as possible to the proposed development site.

4.3.6 In certain circumstances the Council is required to display a site notice for example applications in a Conservation Area, works to a listed building, major applications, and 'departures' from the development plan. In such circumstances a newspaper advertisement also appears in the local press, currently the Romford Recorder.

Other notification procedures

4.3.7 A weekly list of all planning applications is published on the Council's website at: <https://www.havering.gov.uk/Pages/Services/Planning-applications-received.aspx> it can also be viewed at the Public Advice and Service Centre.

How can planning applications be viewed?

4.3.8 All received applications are made available on Havering's website and updated on a weekly basis. To search for and view planning applications, visit the following page on the Council's website: <https://www.havering.gov.uk/Pages/Services/Land-and-property-area-search-service.aspx>

4.3.9 Applications can also be seen at the Planning Reception located in the Romford Public Advice and Service Centre (PASC), currently between the hours of 9am to 11am, Monday to Friday.

Consultation with Statutory Bodies

4.3.10 Some applications may require that specific consultation bodies be involved in the decision making process. This will depend of the scale of the application and what its scope is.

4.3.11 Large scale developments that may be of strategic importance, or located in strategic locations such as Opportunity Areas can be referred to the Greater London Authority who have powers to direct refusal or determine the application themselves. Such developments may also merit the engagement of neighbouring Local Authorities.

4.3.12 The Council will screen all applications and identify when and where specific consultation bodies should be consulted on a planning application. Following these

notifications, there is a period of at least 21 days on all applications for any interested consultee to submit their comments.

Further Notification and Consultation

4.3.13 Sometimes a planning application's content is amended by the applicant following consultation or negotiation. If the changes are significant, there will be a further round of notification and consultation, but usually shorter than the initial one. If the changes are not significant, or in the Council's opinion overcome the concerns raised by neighbours or consultees, further notification or consultation will not generally be considered necessary.

How to submit comments

4.3.14 Anyone is entitled to submit comments on a current planning application regardless of whether or not they were personally notified.

4.3.15 Comments may be submitted by email, post or online via the Council's website using the online planning searches facility. For comments to be taken into account they must be made in writing and include the name and address of the person making the comments. The Council is unable to take into account comments made over the telephone.

What comments on a planning application can be considered?

4.3.16 Comments can be made in support of, or to object to a planning application. A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy

- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

4.3.17 Issues such as loss of view, infringement of private property rights or covenants or negative effect on the value of properties are not usually material considerations.

Speaking at committee

4.3.18 The Regulatory Services Committee usually consider applications for large scale development, or controversial proposals. Planning officers present reports and recommendations to the Elected Members who sit on the Committee. It is these Elected Members who decide whether to grant or refuse planning permission for these applications.

4.3.19 The only members of the public allowed to speak at the meeting are those who have objected to the application and registered to speak with the Council beforehand.

4.3.20 All objectors to an application will receive a letter a few days before the Committee meeting to let them know the proposal to which they are objecting is to be considered. Only one objector can usually speak and this would be the first person to register. The registered objector can speak against the proposal for up to two minutes.

4.3.21 The applicant is given the opportunity to reply. Full details of the speaking arrangements are in the letter the Council sends to notify objectors about the Committee or are otherwise available from the Council.

4.3.22 Agenda and minutes from all Regulatory Service Committee meetings are available [online on the Havering Website](#). Agendas for future meetings are published about six days in advance and printed copies will be available on the day.

Notification of a decision

4.3.23 Once a decision is made on a planning application the decision notice is made available [on the Council's website through the planning searches page](#).

4.3.24 The Council will send an email or letter to anyone who commented on the application during the consultation period to notify them of the decision.

4.4 Community Involvement at the Appeal Stage

- 4.4.1 Where planning permission is refused or granted subject to conditions, the applicant has a right of appeal against the refusal or conditions. Appeals are made to the Planning Inspectorate, an executive agency of the Government.
- 4.4.2 When appeals are made, those who were notified of the application and any other objectors will be notified by the Council. Where the proposal is for householder or small scale commercial development, the Council will send copies of objections received to the Planning Inspectorate. There is no opportunity for further representations to be made. For other proposals, the Council will include within the notification details of how to make further representations to the Planning Inspectorate.

4.5 Developments that require Prior Approval

- 4.5.1 Certain development does not need planning permission, but does need an application for prior approval from the Council – examples include mobile phone masts, larger residential extensions and certain changes of use of buildings. The Council can only refuse such applications on limited grounds and must do so within a specified time (usually 56 days). Adjoining occupiers would be notified of applications and comments received, if relevant, would be taken into account.
- 4.5.2 Applications will not be reported to the Regulatory Services Committee so there is no opportunity for objectors to be heard through speaking at committee.

4.6 Additional Information for applicants

- 4.6.1 It is the responsibility of the applicant to make sure that any development or changes to a building or site that they wish to make is lawful. Advice should be sought from the Council prior to the commencement of any work. In most cases, a planning application will be needed and a period of consultation will be required before a decision can be made.
- 4.6.2 The Council offers a pre-application service for prospective applicants, further information including fees can be found [on the Council's website.](#)
- 4.6.3 For large-scale developments, a Design Review Panel may be recommended to ensure that the quality of the proposal mirrors current best practices. A review Panel is an independent group of Urban Designers, Architects, Landscape Architects and other professionals that give advice to the developer, as well as to the council, regarding a specific application.

4.6.4 An applicant will receive notifications at specific stages of the process:

- Notification of receipt of the application
- Notification of validation of application (a validation checklist can be found [online on the Council's website](#))
- The Decision Notice, within two working days of a decision being taken. We post the decision notice to the applicant or agent, not both, by second class mail. If you wish to view your decision the same day it is made and download your decision notice too, you can do this online from our online planning search section.

4.6.5 Further details on all aspects of the application process can be found [online on the Council's website](#).

Table 4.1 Consultation procedures for Planning Applications

Application Type	Consultation methods	Who will be contacted specifically	Period of Consultation	Period of determination	Decision Body
Householder Applications	E-mail/letters	Neighbours (common border, and opposite if development is at the front of the property);	21 days	8 weeks	Delegated Officer Decision
Applications for Prior Approval (where consultation is required)	E-mail/letters	Neighbours (common border, and opposite if development is at the front of the property);	21 days	56 days	Delegated Officer Decision
Advertisement Applications	Non required	None required	N/A	8 weeks	Delegated Officer Decision
Listed Building Consent or Works in Conservation Area	Site notice, press notice	None required	21 days	8 weeks	Delegated Officer Decision or Regulatory Services Committee, on a case by case basis
Minor Development	E-mail/letter	Neighbours (common border and opposite if development is at the front of the property)	21 days	8 weeks	Delegated Officer Decision or Regulatory Services Committee, on a case by case basis
Major Applications	E-mail/letters, site notice, press notice	Neighbours (common border and adjacent); any Statutory Consultees affected	21 days	13 weeks	Regulatory Services Committee, if approval recommended
Departure Applications or affected by Site Constraints	E-mail/letters, site notice, press notice	Neighbours (common border and adjacent); any Statutory Consultees affected	21 days	8 or 13 weeks	Regulatory Services Committee, if approval recommended

5. MONITORING AND REVIEW

5.1 *Statement of Community Involvement review*

5.1.1 The following considerations are useful in assessing whether a revision of the Statement of Community Involvement is needed:

- Changes in legislation with direct influence on the function of the Statement of Community Involvement or its prescribed consultees.
- The current population trends are altered, in terms of age groups, ethnicities.
- There are significant changes in communication technologies available for Council's that are also popular with specific and significant segments of our population.

6. APPENDICES

Appendix A: Guiding Principles of Consultation

Guiding Principle	Before and During Consultation
Integrity	<ul style="list-style-type: none">- We will identify the need to consult- We will listen to the views of the public to inform and influence our decision-making.- We will make clear the purpose of the consultation
Accessibility	<ul style="list-style-type: none">- We will make consultations accessible by choosing the most appropriate method for the intended audience, including those harder to reach.
Visibility	<ul style="list-style-type: none">- We will publicise consultations to the relevant audience and encourage participation.
Disclosure	<ul style="list-style-type: none">- We will disclose any information which could materially influence the nature and extent of participants' responses.
Transparency	<ul style="list-style-type: none">- We will ensure we have the expressed or implied consent of participants before we publish the results.- We will comply with the Data Protection Act 1998 to protect the privacy of individuals.
Fair Interpretation	<ul style="list-style-type: none">- We will be objective when assessing information and views gathered through consultation.
Publication	<ul style="list-style-type: none">- We will publish the results of consultations, other than in exceptional cases, in an accessible format and in a reasonable time after the consultation closes.- Where we do not intend to publish the results, we will disclose this at the start of the consultation.

Appendix B: Applications where consultation is not compulsory

In a few cases, formal consultation on planning applications is not required. These are set out in law and include

- Advertisements and signs – There is no statutory consultation needed for advertisements or signs. They do not need a planning application if they are smaller than 0.3 square meters, are not illuminated, and are safely positioned.
- Non-material alterations, unless it relates to a heritage building or its site – these are developments that do not physically alter the shape, size or material aspects of a building or land and they don't normally require planning permission (for example, interior works, boilers and heating works, repairs and maintenance works).
- Applications for Prior Approval (covered by the Town and Country Planning Development Order 1995 with its further alterations) and that are considered to not affect any of the adjacent properties.
- Application for Certificate of Lawfulness – provides the possibility of obtaining a statutory document confirming that the use, operation or activity named in it is lawful for planning control purposes on the dates specified in the document. (<https://www.gov.uk/government/publications/lawful-development-certificates-a-users-guide>)
- Non-material amendments to planning applications.
- Discharge of Planning Conditions

Appendix C: Glossary

Authority Monitoring Report: sets out the progress on the implementation of the Local Development Scheme (LDS) and reports on the extent to which the policies set out in Local Development Documents are being achieved

Community Infrastructure Levy: A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

Conservation Area: Areas of special architectural and/or historic interest, the character of appearance of which it is desirable to preserve or enhance

Duty to Cooperate: created by the Localism Act 2011 it places a duty on local authorities to 'engage constructively, actively and on an on-going basis' with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary issues

Evidence Base: Each local planning authority should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area

Examination in Public: A hearing chaired by an Independent Inspector to assess the soundness of development plan documents.

General Consultation Bodies: organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the LPA's area

Local Development Framework: Statutory plans produced by each borough that comprise a portfolio of development plan documents including a core strategy, proposals and a series of area action plans. (LDFs have now been replaced with Local Plans)

Local Development Scheme: sets out the plans and policy documents that will be prepared and a timetable for their delivery

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Major Applications: A major development is one of 10 dwellings or more or 1,000sqm and above.

Material Considerations: A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Neighbourhood Plan A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Opportunity Areas: An area designated by the London Plan which has the potential to accommodate large scale development to provide substantial numbers of new employment and housing.

Prior Approval: A procedure where permission is deemed granted if the local planning authority does not respond to the developer's application within a certain time. Often relating to telecommunication or agricultural developments

Proposals Map: A map that shows the boundaries of all policy areas as set out in Development Plan Documents.

Specific Consultation Bodies: organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations

Supplementary Planning Documents: Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainability Appraisal: Required by the Planning and Compulsory Purchase Act 2004. Sustainability Appraisal is based on the principles of Strategic Environmental Assessment but is wider in focus and covers other key considerations of sustainability that also concern social and economic issues.