



STATEMENT OF COMMUNITY INVOLVEMENT REFRESH

SEPTEMBER 2017



Table of Contents

		Page
	About the Statement of Community Involvement Refresh	3
1	Having your say in Planning	5
2	Policy and legislative context	6
3	Our objectives	9
4	A portrait of Tower Hamlet's communities	10
5	Our promise to you	12
6	Making sure all our communities can have a say	14
7	Specific and General Consultation bodies in planning policy	15
8	Types of consultation and costs	17
9	How we will incorporate your say	22
10	Reviewing the Statement of Community Involvement	24
Appendix 1	Terms used in planning consultations	25
Appendix 2	Having your say on the Statement of Community Involvement and the Tower Hamlets Planning Guidance	28
Appendix 3	Consultation and involvement planning applications and other related applications	43

About the Statement of Community Involvement Refresh

1. The Statement of Community Involvement (SCI) sets out how the community can get involved in the preparation of local planning policy documents and decisions on planning applications.

The Statement of Community Involvement is part of the Tower Hamlets Planning Guidance. The Tower Hamlets Planning Guidance currently consists of the following documents; The Local Plan, Neighbourhood Plans, Supplementary Planning Documents and other strategies and evidence base

Along with the Statement of Community Involvement the Annual Monitoring Report and the Local Development Scheme assist in the monitoring and implementation of the Tower Hamlets Planning Guidance.

2. Tower Hamlets Council believes it is important to set out how it intends to involve the local community and stakeholders in the planning process, so everyone is clear about what to expect by explaining;
 - what we are seeking community involvement on and being clear about the scope of engagement to help manage expectations from the outset;
 - how and when community involvement will be sought;
 - who will be involved;
 - how we will provide feedback to the people consulted; and
 - what resources will be required.
3. Local planning authorities are required under Section 18(1) of the Planning and Compulsory Purchase Act 2004 to prepare and maintain a Statement of Community Involvement.
4. The Council first adopted its Statement of Community Involvement in February 2008, with a promise to regularly monitor and update the document as required. The last revision was adopted in 2012 and four years on the document requires a further update to take account a number of matters. The update to the Statement of Community Involvement includes a two phased approach. This document and consultation serve as part of Phase 1, which provides an update to 3 key areas. The updates relate to:

Changes in national and regional policy and legislation:

- (a) Neighbourhood Plans
- (b) Duty to Co-operate and General Consultees
- (c) Community Infrastructure Levy
- (d) General Permitted Development Order
- (e) Assets of Community Value

Local Changes

- (a) Updated details of publications
- (b) Inclusion of social media as a public engagement tool

Out-dated terminology

- (a) The removal of outdated terminology and replacement with new terminology
- (b) Updated contact details

During Phase 2 the Council will look more closely at engagement around the Development Management process. The update for Phase 2 is anticipated to take place once the Local Plan has been adopted in 2018/2019.

1. Having your say in Planning

1.1 Various changes are taking place within Tower Hamlets. Improvements are being made to many aspects of everyday life; in the shape of new homes, better transport connections, more shops and other improvements planned for local public services. There are exciting new plans and we are working hard to make sure that local communities benefit from growth within the borough.

Almost everywhere you look there are plans for new homes and facilities, including schools, health centres and public parks. Wherever you live in the Borough, you are likely to be affected by these changes.

1.2 The Council is committed to empowering its residents and therefore encourages local people to get involved in the plan making and planning application process so that we can take their views into account. When it comes to development taking place we would like to hear what you have to say, so that we can use your views to shape the way local areas change.

1.3 This Statement of Community Involvement sets out ways in which stakeholders can get involved in planning decisions that will affect their area, through the Development Management process. It also highlights how you can get involved in some of the more strategic and longer term plans being proposed for the borough, including the Local plan, Neighbourhood Plans and Supplementary Planning Documents.

1.4 The Statement of Community Involvement supports the Local Plan, which forms the overall spatial plan for the Borough, setting out how it will look in the future. We know that this vision is all the richer for the contributions from people living and working in Tower Hamlets and the Statement of Community Involvement will make it easier for people to continue to have their say.

2 Policy and legislative context

2.1 This SCI has been prepared under the following policies and legislation:

- The Town and Country Planning (Local Planning) (England) Regulations 2012
- The National Planning Policy Framework (NPPF) 2012
- The Localism Act 2011
- The Town and Country Planning (Development Management Procedure) (England) Order 2015, and
- Planning and Compulsory Purchase Act 2004 (as amended)

2.2 There have been a number of legislative changes in recent years that impact on the way communities are involved in the planning process. These changes mostly arise from the introduction of the Localism Act 2011 which sought to speed up and simplify the planning process. The Act also introduced measures to shift new rights and planning powers to local authorities and local communities. Amendments to the General Permitted Development Order 2015 and the Introduction of the Community Infrastructure Regulations 2010 (as amended) have also resulted in additional consultation.

2.3 Relevant changes include:

1. A new Duty to Co-operate on all planning bodies to cooperate on cross boundary planning matters

The Duty to Co-operate, set out in the Planning and Compulsory Purchase Act 2004 (as amended) and by the Localism Act 2011 establishes a legal principle of co-operation with neighbouring boroughs the Mayor of London and other authorities, public bodies and agencies when reviewing policies.

These bodies play a very important role in providing expertise in order to deliver the local aspirations, therefore their co-operation with local authorities is vital to ensuring that Tower Hamlets Planning Guidance is effective on cross boundary matters.

These bodies include:

- The Mayor of London
- Historic England
- Transport for London
- Homes and Communities Agency
- National Health Service
- Highways England
- The Environment Agency
- Natural England
- Civil Aviation Authority
- Clinical Commissioning Group
- Office of Rail Regulation
- Marine Management Organisation
- Adjoining boroughs: London Boroughs of; Newham, Hackney, Southwark, Lewisham, the Royal Borough of Greenwich, the London Legacy Development Corporation, and the City of London.

The ways in which we consult on planning applications and development plans are different, and this is set out in sections 7-9 and Appendices 2 &3.

2. The ability to introduce a Community Infrastructure Levy (CIL) on development to help pay for local infrastructure

The CIL is a new non-negotiable charge which will raise infrastructure funds on new developments. It was introduced by the Planning Act 2008 and came into force through the CIL Regulations 2010 (as amended) on 6 April 2010. Local Planning Authorities adopting CIL are required to prepare and publish a list of those items or types of infrastructure to fund through CIL. Tower Hamlets as the Local Planning Authority has set out a charging schedule which sets out the CIL charges. Prior to preparing or amending a charging schedule the Council will carry out a consultation. Details of how we will consult can be found in Appendix 2.

3. The ability for local communities to prepare their own plan for their local neighbourhood area through Neighbourhood Plans under the National Planning Policy Framework.

Neighbourhood Plans were introduced under the Localism Act 2011 to give communities rights and powers to shape development and growth in their area. Neighbourhood Planning provides a robust set of tools to facilitate communities to get the right types of development for their communities through 'Neighbourhood Forums' which comprise of local community groups. The forums provide communities with the power to set planning policies through Neighbourhood Plans, which must conform to the strategic policies contained within the Council's Local Plan. Through Neighbourhood Planning, communities can also apply for Neighbourhood Development Orders and Right to Build Orders which grant planning permission for specific developments that comply with the order.

The Council is proactive in providing information about Neighbourhood Planning and will provide support in setting up Neighbourhood Forums and preparing a Neighbourhood Plan. The Council will also support forums set up neighbourhood plans by, amongst other things, ensuring that the proposed plans are in conformity with the Local Plan and that the due processes have been followed in accordance with the Localism Act 2011

A summary regarding consultation on neighbourhood planning can be found in Appendix 2 of this document.

4. Amendments to the General Permitted Development Order

The Town and Country Planning (General Permitted development) (England) Order 2015, has introduced additional types of proposals that are deemed as 'permitted' subject to Prior Approval being obtained. The Prior Approval process involves public consultation.

5. Assets of Community Value (Community Right to Bid)

The Community Right to Bid gives members of the local community the right to nominate buildings and land (assets) that you think are important to your community for listing on the Register of Assets of Community Value – and can be publically or privately owned.. The Right came into force in September 2012 as part of the Localism Act 2011.

If a building or land on the register comes up for sale or a lease of at least 25 years, the nominating group will be notified and they will have up to six weeks to say whether or not they will bid for it, and up to six months to prepare the bid to buy or lease it.

The owner does not have to sell the building or land to the community group, but you will be allowed time to put together a bid to buy it on the market.

For more information on Assets of Community Value please see:

http://www.towerhamlets.gov.uk/lgnl/community_and_living/community_right_to_bid.aspx

Or call the Council's Asset Management Team on 020 7364 4048.

2.4 The Council should also consider the borough's recently refreshed Community Plan (2015) which sets out the challenges and priorities for Tower Hamlets. It was developed through wide ranging discussions with local people, businesses, third sector and statutory organisations in order to reflect their aspirations for the Borough. Underpinned by a desire to build 'One Tower Hamlets' the Borough's new priorities have been developed under four new themes:

- a great place to live;
- a fair and prosperous community;
- a safe and cohesive community; and
- a healthy and supportive community.

3 Our objectives

3.1 The Council will ensure that consultation is set out to reflect the makeup, needs and interests of all the different communities in the area to facilitate them in participating in planning issues.

3.2 The Council is committed to actively encouraging, engaging, and where appropriate acting on what local people say. This Statement of Community Involvement along with the Council's forthcoming Community Engagement Strategy will set out how the Council will achieve this.

3.3 The Council has a commitment to strengthen its consultation and engagement approach to create a simpler and more streamlined experience which encourages engagement, demonstrates how engagement informs decision making and supports communities to develop their capacity to engage. Our Statement of Community Involvement seeks to:

- set out Tower Hamlets' vision and standards for community involvement, ensuring that it is meaningful and inclusive by involving people at the earliest stages of the planning process and show how these link with other initiatives, such as the Community Plan (2015);
- recognise the importance of communities having the right support to participate in affecting outcomes;
- ensure consistency in our approach and be clear about the limitations of community involvement, including managing people's expectations;
- reflect community needs by identifying a wide range of local groups, including protected characteristic groups¹ who should be involved, and draw on their skills to provide them with opportunities to design and deliver aspects of the planning process;
- identify suitable ways of involving people that are appropriate to the scale and type of planning issues being discussed;
- clarify the different stages of community involvement from providing initial information, through to consultation and participation exercises, and on to feeding back responses to show we have listened;
- demonstrate how the results of community involvement will shape development proposals.
- set out the Council's policy for community involvement on planning applications; and
- explain how the Council aims to continue to develop and improve the process of community involvement.

¹ The Equalities Act 2010 defines the following characteristics as protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

4 A portrait of Tower Hamlets' communities

In order to recognise the needs of our borough and address the barriers that may arise during the consultation process, it is important to understand the dynamics of our community. This will help to deliver successful plans and decisions that reflect the views and needs of the local community.

A fast growing population

4.1 According to the Office of National Statistics the population of Tower Hamlets in June 2015 was 295,200. This represents an increase of approximately 11,200 people over the year, a percentage increase of 3.9%, making it the second largest percentage rise in England & Wales.

One of the most culturally diverse boroughs in the country

4.2 Our diversity is reflected in the ethnic and religious mix of local communities. Our borough is home to Afro-Caribbean, Bangladeshi, Chinese, Indian, Irish, Jewish, Pakistani, Somalian and Turkish communities among others. 56% of the Borough's residents are from BAME communities, this includes over 70% of the under 25 age group. The Bangladeshi community makes up a third of the total population. About 7% of the borough's population is black African and Caribbean, of which a significant proportion is Somalian.

Tower Hamlets has a large and growing population of young people

4.3 London, as a whole has a young population and Tower Hamlets' population is even younger, being characterised by a high proportion of young adults. Almost half of the borough's residents (48%) are aged 20-39, compared with 26% nationally and 35% regionally. As such, young working age adults dominate Tower Hamlets' population. These are the people most likely to create new families and to contribute to the growing proportion of young people within the borough.

The proportion of children aged under 16 years is 20% which is the same as the overall percentage for London. Conversely the borough has proportionately fewer older residents compared with other areas; 9% of Tower Hamlets residents are aged 60 or over, compared with 23% in England & Wales and 16% in London.

Tower Hamlets' economy is built on highly skilled sectors

4.4 Tower Hamlets economy is built on Financial, Professional and Business Administration sectors. The largest proportion of employees within the borough fall within the Financial and Insurance Sector with 26.7%, followed by Professional, Scientific & Technical making up 13%. Business Administration & Support Services make up 12.2% of the economy.

Employment in the borough is growing rapidly

4.5 The GLA forecasts employment in Tower Hamlets increasing from 261,000 (2014) to 323,000 (2022) and 465,000 in 2036. This is a growth of 78% in Tower Hamlets, compared with 14% in London as a whole. Tower Hamlets therefore increases from 5.5% of total London employment in 2014 to 8.6% in 2036.

Employment amongst men and women in the borough

4.6 Employment rates for men (78.1%) are similar to the UK and London average (78.3% nationally and 78.9% in London), but rates for women (60%) are lower than London (65.6%) and the UK (68.8%).

A high proportion of the Borough's working age population has few or no qualifications

4.7 There is a 'skills gap' between the highly skilled jobs available in Tower Hamlets and the skills local residents have.

Unemployment in the borough is higher than the national average ethnic groups

4.8 According to NOMIS between April 2015 and March 2016 unemployment within the Borough stood at 6.8% which is higher than that of London (6%) and even higher than Great Britain (5.1%).

Residents feel that they are well informed

4.9 The 2016 Residents Survey found that 71% of respondents agreed that the Council keeps residents informed about what it is doing, 57% agreed that the Council listens to the concerns of local residents and 55% agreed that the Council 'Involves residents in decision making'. While the above statistics relate to all consultation and communication carried by the Council, community involvement within the planning process falls within the above figures.

5. Our promise to you

5.1 Tower Hamlets want our consultations and engagement processes to be transparent, accessible, and effective as possible, by ensuring that local people are effectively informed, engaged, involved and empowered by the Council on planning matters that impact their lives. This document outlines some of the principles for effective engagement that will be applied to consultations. It will help ensure that the engagement and involvement activities themselves are productive and lead to real service improvements within the borough.

The principles also assist in achieving the ambitions contained within the Council's Community Plan (2015).

5.2 Our approach to consultation and engagement will be varied and we will ensure that the consultation method(s) adopted will be appropriate to the subject being discussed and suitable for the audience being consulted.

5.3 We will ensure that:

- **consultation will be coordinated with other events and organisations where appropriate.**

Through effective internal co-ordination and greater collaborative working with our partners; where possible we will combine our engagement activities and improve information sharing to avoid duplication and ensure that our engagement has a clear purpose. This will help us to ensure we minimise the risk of consultation fatigue and also deliver better value for money. The council will ensure that appropriate details are made available in the planning section of the Council's website; www.towerhamlets.gov.uk.

- **clear and accessible information will be provided**

Information on each consultation will be made available as early as possible. Early engagement will also help to avoid any late and unexpected comments emerging at the end of the process which might cause long delays in the planning process.

Where possible, consultation experts and translators will be involved.

- **appropriate consultation will be undertaken**

The scale of consultation will be appropriate for the level of planning and type of document.

- **consultation and involvement will be flexible**

The Council will aim to arrange consultation events at a range of times and places, such as Idea Stores and local community centres. The aim is to provide days, times and locations that are convenient for as many people as possible to enable them to attend.

- **the purpose of each consultation and involvement process will be set out**

We will let you know the purpose of every consultation stage right from the beginning of the respective stage.

- **a variety of methods will be used;**
We will use a variety of techniques as appropriate such as workshops, drop-in information sessions and press launches so that we can reach out to as many people and groups as possible. In line with the Council's Digital Inclusion Strategy and Action Plan (2015), where appropriate stakeholders will be consulted via social media in addition to other consultation methods.
- **accurate records of responses will be kept and summaries of the findings will be made public;**
All responses we receive from the public on the Tower Hamlets Planning Guidance will be recorded. A summary of the results of consultation and involvement processes will be made available to the public and reported back to the Council in the form of a Consultation Statement which is available on the Council's website. Details of responses received in relation to planning applications can be found in Appendix 3.
- **local voluntary groups will be encouraged to participate;**
The Council will work with organisations according to how affected they may be by the proposals.
- **all exercises will be reviewed and monitored;** and
We will seek feedback on the effectiveness of consultation events, so that we can become more effective in future.

6. Ensuring all our communities can have a say

6.1 To ensure that everyone can access local services and have a say in what is required, the Council has placed equalities at the heart of its decision making processes, including wide ranging community involvement and empowerment in planning. To help deliver this commitment the Council carries out an Equalities Impact Assessments of all service areas. These assessments look at the impact of policies on gender, ethnicity, disability, those of different faiths or beliefs, sexual orientation and age.

6.2 When consulting on planning, the Council will consider:

- **resident needs** – Local people are likely to be most affected by what is proposed through the planning system. We will ensure that our consultation with local residents is undertaken in ways which recognise and meet the needs of individuals in our diverse communities;
- **language diversity issues** (in terms of writing and speech) – We will provide translation services for consultation documents and consultation events where required;
- **knowledge of planning issues** – We will make sure that non-technical and easy to understand information is provided to residents and all participants in order to help the consultation process;
- **age** – Young people are important to the future of Tower Hamlets, but haven't always been well represented in the past and this may require some different, innovative approaches to consultation. The Council is committed to involving young people as well as older age groups more actively in the planning process;
- **the business community** – Given the large number of local businesses, we will consult small, medium and large businesses to ensure their voices are heard;
- **hard to reach groups** - These are groups who may have difficulty in engaging with the planning system for various reasons. It is important for the Council to identify the needs of these groups in order to ensure that consultation is inclusive.
- **consultation times** - In order to ensure as many people as possible can take part, we will be as flexible as possible in the timing of consultations; and
- **on and off-line services** – Information about consultation dates and consultation processes will be made available in different forms (as set out in appendices 2 & 3). The internet is an increasingly used platform and a useful way to involve people, but not everyone has access to it so we will ensure other methods are also used and no one misses out.

7. Specific and General Consultation bodies in planning policy

In addition to the community, the Council will consult with a number of specific and general consultation bodies during the planning process.

Specific consultation bodies

- Mayor of London (Greater London Authority)
- London Boroughs of: Newham, Waltham Forest, Hackney, Southwark, Greenwich, Lewisham, The City of London and the London Legacy Development Corporation
- Lee Valley Regional Park Authority
- Coal Authority
- Environment Agency
- Natural England
- Lea Valley Regional Park Authority
- Secretary of State for Transport
- The Historic Building and Monuments Commission for England
- Transport for London
- NHS London
- Thames Water

Any person who owns or controls electronic communications apparatus (phone and broad- band companies) in the borough; and any person with a gas or electricity licence in Tower Hamlets

7.1 Where and when appropriate, other relevant local representative bodies will be regularly consulted (known as general consultation bodies). The below list of general consultees will be updated to reflect all relevant and interested people and groups.

7.2 A consultation plan will be prepared for each plan being consulted on, to ensure the right people are being consulted at the right time.

General consultation bodies

The Council's localised engagement forums , Community Plan Delivery Groups and the Partnership Board;

- The Mayor and Ward Councillors;
- Residents' Panel;
- Registered Housing Providers
- Neighbourhood Planning Forums ;
- Young Mayor and Deputy Young Mayors;

- Equalities Forums
- The Metropolitan Police;
- Health Trusts and emergency services; and
- Other borough-wide groups and developers (where appropriate)
- Other voluntary bodies some or all of whose activities benefit any part of the Council's area; bodies which represent the interests of different groups in the Council's area, for example, amenity societies, residents associations and equalities groups.
- All people who have advised the Council that they are interested in being informed about a particular plan being prepared.

Any member of the community that wishes to be kept informed of the progress on the Development Plan Documents can register on the Planning Policy Database by forwarding us your contact details by email to planmaking@towerhamlets.gov.uk, by post:

FREEPOST

**London Borough of Tower
Hamlets,
PO Box 55739,
London E14 1BY**

or by calling us on **020 7364 5009**.

7.3 We will inform local people about any upcoming consultation through:

- local advertisements
- our website
- social media platforms such as Twitter; Facebook, Youtube and Instagram
 - Twitter: @TowerHamletsNow
 - Facebook: <https://www.facebook.com/towerhamletscouncil>
 - Instagram: <https://www.instagram.com/towerhamletsnow/>
 - LinkedIn: <https://www.linkedin.com/company/london-borough-of-tower-hamlets>
 - YouTube: <https://www.youtube.com/user/towerhamletscouncil>
- written communication (either by post or electronic means) to individuals and organisations.

More detailed information about when the community will be involved in preparing the Tower Hamlets Planning Guidance is set out in Attachment B and later in this chapter.

8. Types of consultation and costs

8.1 When appropriate, Tower Hamlets will be consulting on several development plan documents at the same time, as many planning matters are interrelated. This will enable us to concentrate our staff time and money and will enable savings, as consultation material can be sent together. We will always try and achieve the maximum possible participation from the community, but we also have to consider our resource constraints and manage them effectively.

8.2 The tables below highlight staff time and cost for the different types of consultation we propose and how our consultation techniques will target the different consultation groups that form our community. The table gives further information on how these groups are likely to be informed and involved in the planning process. Further information is also set out in Appendices 2 and 3 .

8.3 The Council will also look at ways to guarantee the continuous improvement of our consultation methods.

Types of Consultation	Material Cost	Staff Time	Suitable Use	Target Group
Public exhibitions/ displays/stalls	Moderate -High	Moderate	Development Plan Documents	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area
Posters/leaflets	Moderate	Low	Development Plan Documents	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area
Advertisements and articles in local paper	Low	Moderate	Development Plan Documents Development Management where appropriate	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area
Articles/advertisements in specialist magazines, newsletters and bulletins (staff magazines, Managers Briefing, Members Bulletin)	Low	Low	All Tower Hamlets Planning Guidance	<ul style="list-style-type: none"> • Internal staff and Councillors
Direct mail; electronic or by post notifying of consultation	Moderate	Low	All Tower Hamlets Planning Guidance And Development Management where appropriate	<ul style="list-style-type: none"> • General Public, voluntary groups and other organisations or bodies registered on the Planning database

Types of Consultation	Material Cost	Staff Time	Suitable Use	Target Group
Interactive Workshops	High	High	All Development Plan Documents	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area
One-to-one meetings with stakeholders	Low	High	Development Plan Documents where appropriate And Development Management where appropriate	<ul style="list-style-type: none"> • Key stakeholders
Formal written consultation including sending letters to statutory bodies (listed in Regulations)	Low	Low	All Local Development Documents	<ul style="list-style-type: none"> • Key stakeholders
Site notices and notification letters	Low	Moderate	Development Management	<ul style="list-style-type: none"> • Neighbouring land/residents/Owners as defined in Attachment C
Documents, available for inspection at Council offices during set consultation period	Low-Moderate	Low	All Tower Hamlets Planning Guidance And Development Management	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area

Types of Consultation	Material Cost	Staff Time	Suitable Use	• Target Group
Meeting presentations (including Development Management pre-application discussion)	Low	Low-Moderate	All Development Plan Documents And Development Management	<ul style="list-style-type: none"> • Internal staff and Councillors • Business Forum • Voluntary groups and other organisations or bodies with an interest in the area
The Council's Website	Low	Moderate	All Development Plan Documents And Development Management	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area
<p>Internet: Social media platforms:</p> <p>Twitter: @TowerHamletsNow</p> <p>Facebook: https://www.facebook.com/towerhamletscouncil</p> <p>Instagram (where appropriate): https://www.instagram.com/towerhamletsnow/</p> <p>LinkedIn: https://www.linkedin.com/company/london-borough-of-tower-hamlets</p> <p>YouTube (where appropriate): https://www.youtube.com/user/towerhamletscouncil</p>	Low	Moderate	All Development Plan Documents	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area

Types of Consultation	Material Cost	Staff Time	Suitable Use	• Target Group
Hotline/contact numbers/ contact email/contact address	Moderate	Moderate	All Local Development Documents	<ul style="list-style-type: none"> • Local community (residents, workers and visitors) • General Public • Voluntary groups and other organisations or bodies with an interest in the area

9. How we will incorporate your say

9.1 The Council is committed to letting the community know about the outcome of all consultation exercises so you can see how we have listened to local views. There are two ways in which we consider and incorporate consultation responses and there are through commenting on; Tower Hamlets Planning Guidance and commenting on Planning Applications.

Addressing consultation responses on Tower Hamlets Planning Guidance

9.2 Following formal consultation on Development Plan Documents, officers will prepare a report of the comments raised through the consultation and demonstrate how these will be addressed. This is known as a consultation statement. The consultation statement will be made available on the Tower Hamlets website. The report will provide details of the representations that have been received, how they have been considered and what change, if any, has been triggered.

9.3 In accordance with Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012 all representations must be received by the Council (the Local Planning Authority) by the date outlined in the consultation material.

9.4 Outcomes from the consultation will be provided in a timely manner, although it should be noted that the length of time will vary depending on how many people respond and how complex the matter is.

9.5 Further to this, the Council must also publish another document called the Annual Monitoring Report. The purpose of this document is to monitor the effectiveness of the proposals and policies included in the Local Plan and to see if they are producing the desired effect. If the policies are not producing the desired effect, a revision of the document will be required and will be carried out by the Council, always in conjunction with public consultation and relevant authorities. You can access the Annual Monitoring Report on the Council's website. The Local Development Scheme which sets out the timeframes for preparing and delivering the Local Plan is also published in the Annual Monitoring Report.

Addressing comments received on planning applications

9.6 Many applications are decided by senior planning officers, but if the application is to be considered by the Committee, and you have made written comments on it, you will be notified of the date of the meeting and of your opportunity to address the Committee. The letter you receive will explain the procedure for this.

9.7 In both cases your views will be considered by the planning case officer and summarised in their report on the application. If their recommendation does not support your views this does not mean that they have been ignored. Sometimes people's views are not appropriate or are in conflict with those of others. We will listen to people's views and come to a decision.

9.8 If you have written to us, you will be sent a letter informing of the decision on the application once it has been made. We aim to do this within five working days of the decision being made. Further information regarding consultation on planning applications can be found in Appendix 3.

10. Reviewing the Statement of Community Involvement

10.1 Tower Hamlets will keep the Statement of Community Involvement under review and will update this document as needed. The Council will monitor the techniques being used, to check that everything possible is being done to engage the maximum number of people. Reviewing your comments will be one important way that the Council will assess the effectiveness of our consultation methods.

10.2 Groups that are not being engaged in consultation events will be identified and reported in the Consultation Statement.

10.3 If the monitoring process indicates that our consultation processes aren't working as we would hope, a review of the Statement of Community Involvement will follow.

Appendices 2 and 3 provide detailed information on the way Tower Hamlets Council sets about getting the views of local people on important planning matters.

Appendix 1

Terms used in planning consultations

Adopted Policies Map: A part of the Local Plan showing the location of proposals in all current Development Plan Documents on an Ordnance Survey base map

Annual Monitoring Report (AMR): A report submitted to the government by the Council assessing progress on - and the effectiveness of - the Local Plan. It monitors and reports the performance of each of the policies and objectives in the Local Plan.

Area Action Plans (AAPs): A type of Development Plan Document that is used when there is a need to provide the planning framework for areas where significant change or conservation is needed (for example key regeneration areas).

Community Infrastructure Levy (CIL): A tariff on development which creates net additional floor space, where the gross internal area of new build exceeds 100 square metres to help fund new infrastructure required to support the development.

Core Strategy: A document, within the Local Plan, setting out the vision and strategic planning objectives for an area, having regard to the Community Plan (see also Development Plan Documents).

Departure Applications: An application for planning permission for a development which breach the Council's Planning Guidance..

Department of Communities and Local Government (CLG): A government department responsible for policy on housing, planning, local government and emergency services.

Development: Development, as defined under the 1990 Town and Country Planning Act, is "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission.

Development Management : Development management is the term used to "include the range of activities and interactions that together transform the 'control of development and the use of land' into a more positive and proactive process which fits better with the ethos of spatial planning and better supports local authorities in their role as place shapers".

Development Plan Documents (DPDs): Statutory required spatial planning documents comprising the Local Plan which includes Spatial policies and Development Management policies, and any Area Action Plans as prepared by the Local Planning Authority. These are subject to independent examination and together with the London Plan form the Development Plan for the borough.

Inspector's Report: A report issued by a planning inspector regarding the planning issues debated at independent examinations held into development plans or planning inquiries.

Reports into Development Plan Documents (DPDs) are binding on local authorities.

Local Development Scheme (LDS): A live public 'project plan' produced by Tower Hamlets Council setting out, over a period of three years, which Development Plan Documents will be prepared and when. Part of the Local Development Documents.

Material Considerations: These are any issues that should be taken into account in deciding a planning application, or an appeal against a planning decision.

Managing Development Document: The Managing Development Document was adopted in 2013. It is used to help manage development across the borough through development management policies and provides strategic guidance for key development sites within site allocations (2013).

National Planning Policy Framework (NPPF): Published in 2012, the NPPF forms a key part of the Government's reforms to the planning system, providing national guidance for drawing up plans and making decisions on planning applications.

Planning Permission: Formal approval given by the Council, allowing a proposed development to proceed. Permission may be sought in principle through outline planning applications, or in detail through full planning applications.

Referable Application: Planned developments that are of strategic importance are referred to the Mayor.

Spatial Development Strategy: The London Plan is the spatial development strategy for all of London. It is prepared by the Greater London Authority. London boroughs' Local Plans need to be in general conformity with the London Plan, and its policies guide decisions on planning applications by councils and the London Mayor.

Site Allocations: Site Allocations have been identified to plan for strategic housing developments (i.e. sites that can provide over 500 new net-additional homes in the current Local Plan) and key infrastructure which will help the borough meet its housing targets and for key regeneration sites.

Statement of Community Involvement (SCI): Sets out how and when the Council will consult with local and statutory stakeholders in preparing, altering and reviewing Tower Hamlets planning documents.

Sustainability Appraisal (SA): The SA appraises the policies in the Local Plan, to identify the potential social, economic and environmental policy impacts and identify alternatives. This is used alongside the Strategic Environmental Assessment, Health Impact Assessment, Habitats Regulations Assessment and Equalities Impact Assessment, which also appraise impacts on specific groups or characteristics. The SA Scoping Report and the other impact assessments Screening Reports which required at this stage are published alongside this document for consultation.

Supplementary Planning Documents (SPDs): A Local development document that may cover a range of issues either focusing on a specific area or theme, and provides further details on policies and proposals in a 'parent' document.

Tower Hamlets Community Plan: The Community Plan provides the Tower Hamlets Partnership's long-term vision for the borough, articulating local aspirations, needs and priorities. It informs all other strategies and delivery plans of the partnership, including the council's Strategic Plan.

Tower Hamlets Planning Guidance: A The council's planning guidance consists of a series of policy and guidance documents that provide a positive approach to managing development by helping to assess planning applications in order to create a more vibrant, sustainable community to improve the quality of life for all.

Appendix 2

Having your say on the Statement of Community Involvement and Tower Hamlets Planning Guidance

The following tables provide details of how the community is involved in the planning process:

Statement of Community Involvement (SCI)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 1</p> <p>Community involvement before making revisions to the SCI</p>	<p>No legislative requirements.</p>	<ul style="list-style-type: none"> • We will advertise in local newspapers and on the Council's website any proposed revisions to the SCI inviting comments from residents and local business owners. • We will notify people who have asked to be notified of any revisions, updates or additions to the Tower Hamlets Planning Guidance • We will provide information on social media platforms. See section 8 for details. • We will provide information on social media platforms and provide an email address for queries on the revisions to the SCI and for comments to be received.

Development Plan Documents (DPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 1 (Regulation 18)</p> <p>Community involvement and participation during preparation of a new, or revision of an existing, DPD (NB Stage 1 is an options testing phase in drafting. This phase may be repeated a number of times, as required)</p>	<p>Before preparing a new DPD or making any revisions to an existing DPD we are required to:</p> <ul style="list-style-type: none"> • Notify the specific and general consultation bodies who the Council considers appropriate for the subject of the DPD and invite them to make comments on the proposed revisions or on what a new DPD of that subject should contain. • Invite comments from residents and local businesses on the proposed new or revised DPD, as is considered appropriate. 	<ul style="list-style-type: none"> • We will make copies of any consultation material available at the Council, in local libraries and on the Council's website. • We will advertise in the local newspaper 'East London Advertiser' and on the Council's website details of the new or revised DPD inviting comments from residents and local business owners. • We will set up hotline and email address for queries. • We will set up a freepost address for receiving comments. • We will provide information on social media platforms. See section 8 for details • Where appropriate, and in conjunction with Participation and Engagement, we will run consultation events. • When and if required we will display publicity materials in suitable locations throughout the borough. • Where appropriate we will consult through established community groups and partnerships. • We will notify anyone who has asked us to be notified of any revision, updates or additions to the Development Plan Document(s). • We will seek to consult on published options documents for 6 weeks, but if required we will extend that period if necessary.

Development Plan Documents (DPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 2 (Regulation 19)</p> <p>Community involvement and participation following the publication of a new or revision to an existing DPD before submission.</p>	<p>After publication of the new or revised DPD and before submitting to the Secretary of State (SoS) we are required to:</p> <ul style="list-style-type: none"> • Make the proposed or revised DPD, and details on how to submit comments on it, available; <ul style="list-style-type: none"> - at the Town Hall - at other locations which are considered appropriate - on the website, also including details of where and when the DPD can be viewed. • Send a copy of the proposed, or revised, DPD and details on how to make comments to the specific consultation bodies invited in Stage 1. • Send details to the general consultation bodies on where, when and how the proposed, or revised, DPD can be viewed and how to make comments. • Advertise locally information on where, when and how the proposed, or revised, DPD can be viewed and how to make comments on the DPD. • Allow any person or body to make comments on the DPD within the specified period of time, which will be six (6) weeks from the time the DPD is made available for viewing. 	<ul style="list-style-type: none"> • Where appropriate we will consult through established community groups and partnerships. • We will set up hotline and email address for queries. • We will set up a freepost address for receiving comments. • We will provide information on social media platforms. See section 8 for details • Where appropriate or useful we will run an article in the 'East London Advertiser'. • If required, we will extend the statutory 6 week consultation period to a length of time considered necessary.

Development Plan Documents (DPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 3 (Regulation 22)</p> <p>Submission of proposed or revised DPD and related information to Secretary of State(SoS)</p>	<p>Following submission of the proposed or revised DPD to the SoS, as soon as reasonably practicable we need to:</p> <ul style="list-style-type: none"> • Make the DPD and all documents submitted to the SoS available at the places the DPD was made available during Stage 2. • Send to each of the specific consultation bodies mentioned in Stage 1 the DPD and other documents sent to the SoS, as well as a statement detailing where the DPD and information documents can be viewed. • Notify each of the general consultation bodies invited during Stage 1 details of where, when and how the DPD and other information can be viewed. • Advertise locally the submission of the DPD and details of where, when and how the DPD can be viewed. • Notify anyone who requested to be notified of the submission of the DPD. • Publish on the website the DPD and all related documents sent to the SoS including details of where, when and how the DPD and other information can be viewed. We will also publish a summary of the comments made in relation to the DPD on the website. 	<ul style="list-style-type: none"> • We will provide information on social media platforms. See section 8 for details

Development Plan Documents (DPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 4 (Regulation 24)</p> <p>Independent examination</p>	<p>At least six (6) weeks before the examination starts we need to:</p> <ul style="list-style-type: none"> • Make the DPD and all documents submitted to the SoS available at the places the DPD was made available during Stage 2. • Publish on our website as well as advertise the time and place of where the examination will be taking place and the name of the person carrying out the examination. • Notify anyone who has made comments under Stage 2 and has not withdrawn that comments of the time and date of the examination. 	<ul style="list-style-type: none"> • We will provide information on social media platforms. See section 8 for details
<p>Stage 5 (Regulation 26)</p> <p>Adoption</p>	<p>Once the DPD has been adopted, as soon as practicable we need to:</p> <ul style="list-style-type: none"> • Make the DPD and an adoption statement available for viewing in the places where the proposed DPD was provided in Stage 2. • Publish the adoption statement on our website. • Advertise details of where and when the DPD and the adoption statement is available to view. • Send the adoption statement to anyone who has asked to be notified of the adoption of the DPD. • Send a copy of the adoption statement to the SoS 	<ul style="list-style-type: none"> • We will advertise in the 'East London Advertiser'. • Set up hotline and contact details for queries • We will provide information on social media platforms. See section 8 for details

Supplementary Planning Documents (SPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>Stage 1</p> <p>Community involvement and participation before developing an SPD</p>	<p>There are no specific requirements</p>	<ul style="list-style-type: none"> • Informal consultation with relevant stakeholders <p>We will publish on the website the Council's intention to develop an SPD and ask for details of those who wish to be</p>
<p>Stage 2 (Regulation 12)</p> <p>Community involvement and participation on the draft SPD</p>	<p>Before adopting an SPD we are required to:</p> <ul style="list-style-type: none"> • Make copies of the draft SPD and SPD matters available at; <ul style="list-style-type: none"> - the Town Hall - other places throughout the borough which we consider appropriate • Prepare a consultation statement setting out <ul style="list-style-type: none"> - The names of the person or bodies who were consulted in relation to the SPD - How these people or bodies were consulted - Summary of the main issues raised in these consultation - How the issues have been addressed in the SPD • Publish on our website the SPD and SPD matters alongside details of where, when and how they can be viewed. • Send to each of the specific consultation bodies we consider will be affected by the SPD as well as to any of the general consultation bodies we consider appropriate <ul style="list-style-type: none"> - the SPD - the consultation statement - any supporting documents considered relevant - SPD matters - details of where, when and how the SPD can be viewed. 	<ul style="list-style-type: none"> • We will set up hotline and email address for queries. • We will notify the community on social media platforms. See section 8 for details • Where appropriate we will advertise in the local newspaper 'East London Advertiser'. • Where appropriate we will display publicity materials in suitable locations throughout the borough. • Where appropriate we will run consultation events. <p>Where appropriate we will consult through established community groups and partnerships.</p>

Supplementary Planning Documents (SPD)

Stages	What the Council has to do by law	The Council's community involvement commitments
	<ul style="list-style-type: none"> • Advertise locally the SPD matters and how, where and when the documents can be viewed. • Any person or body is welcome to make comments on the SPD within the specified period of time, which will be no less than 4 weeks from the time the SPD is made available for viewing. • We will not adopt an SPD until we have considered any comments submitted and have prepared a statement of the main issues raised in the comments and how these issues have been addressed in the SPD. 	<ul style="list-style-type: none"> • If required we will extend the statutory consultation period to a length of time considered necessary.
<p>Stage 3 (Regulation 14)</p> <p>Adopting the SPD</p>	<p>As soon as practicable following adoption of an SPD we are required to:</p> <ul style="list-style-type: none"> • Make the SPD, the consultation statement and the adoption statement available for viewing at the places the proposed SPD was made available during Stage 2. • Publish on our website the consultation statement and the adoption statement • Send the adoption statement to any person who has asked to be notified of the adoption of the SPD. 	<ul style="list-style-type: none"> • We will notify the community on social media platforms. See section 8 for details

Neighbourhood Planning

The requirements are set out in the Neighbourhood Planning (General) Regulations 2012 and The Neighbourhood Planning (Referendums) Regulations 2012. The following stages apply:

Stages	What the Council has to do by law	The Council's community involvement commitments
(Regulation 6) Neighbourhood Area - Application stage	<p>Upon receipt of a valid application, publicise the application for the area of designation as soon as possible after receipt. It should be publicised on the Council's website and in any such other manner that is considered likely to bring the area application to the attention of people who live, work or carry on business in the proposed Area. Invite representations for a period of not less than 6 weeks. The following information will be publicised:</p> <ul style="list-style-type: none"> • A copy of the area application • Details of how to make representations • The deadline for representations, at least 6 weeks from the date the application is first published 	<ul style="list-style-type: none"> • The Council will make hard copy of the application available in the nearest council building.
(Regulation 7) Neighbourhood Area - Publication – Post determination	<p>As soon as possible after designating a Neighbourhood Area, the Council must publicise on its website and in any such other manner that is considered likely to bring the area application to the attention of people who live, work or carry on business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • The name of the Neighbourhood Area • A map which identifies the Area; and • The name of the applicant body <p>As soon as possible after <u>refusing</u> the application to designate a Neighbourhood Area, it must so publicise:</p> <ul style="list-style-type: none"> • The decisions and reasons • Details of where and when the document may be inspected. 	<ul style="list-style-type: none"> • The Council will make hard copy of the decision notice available in the nearest council building.

Neighbourhood Planning

Stages	What the Council has to do by law	The Council's community involvement commitments
(Regulation 9) Neighbourhood Forums – Application Stage	<p>As soon as possible following receipt of the application, the Council must publicise on its website and in such other manner as it considers likely to bring to the attention to those who live, work or carry on business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • A copy of the Forum application • A statement that if a designation is made, no other organisation may be designated for that Neighbourhood Area until that designation expires or is withdrawn. • Details of how to make representations; and • A deadline for those representations – at least six weeks from the date on which the application is first published. 	<ul style="list-style-type: none"> • The Council will make hard copy of the application available in the nearest council building.
(Regulation 10) Neighbourhood Forums - publication post determination	<p>As soon as possible following receipt of the application, the Council must publicise on its website and in such other manner as it considers likely to bring to the attention to those who live, work or carry on business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • The name of the Forum • A copy of the Forums written constitution • The name of the Neighbouring Area to which the designation relates; and • Contact details of at least one member of the Forum <p>As soon as possible after <u>refusing</u> to designate a Forum, it must publicise:</p> <ul style="list-style-type: none"> • The decision and the reasons for it; and • Where and when that document may be inspected 	<ul style="list-style-type: none"> • The Council will make hard copy of the decision notice available in the nearest council building.

Neighbourhood Planning

Stages	What the Council has to do by law	The Council's community involvement commitments
<p>(Regulation 14)</p> <p>Publicity prior to submission of a Neighbourhood Plan/Order.</p>	<p>Before submitting a Plan/Order to the Council, the Neighbourhood Forum must publicise in a manner that is likely to bring to the attention of people who live, work out carry out business in the Neighbouring Area;</p> <ul style="list-style-type: none"> • The Plan/Order proposal • Details of where and when the proposals may be inspected • Details of how to make representations • The deadline for representations – at least six weeks from the date on which the draft proposal was first published; and • Notify other people, organisations, neighbouring council's, landowners, tenants and consultation bodies whose interests may be affected by the Plan/Order (this must include the relevant statutory consultees) as prescribed by the Neighbourhood Planning (General) Regulations 2012 (as amended). • Send a copy of the proposals for a neighbourhood development plan to the local planning authority. <p><i>The above is a requirement of the Neighbourhood Forum and NOT the Council.</i></p>	<ul style="list-style-type: none"> • In order to support the neighborhood forum the council will upload details of the neighbourhood forums consultation to the council website.

Stages	What the Council has to do by law	The Council's community involvement commitments
(Regulation 16) Neighbourhood Plan/Order Proposals	<p>As soon as possible following receipt of the proposed plan/order, the Council must publicise on its website and in such other manner as it considers likely to bring to the attention to those who live, work out carry on business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • The Plan/Order proposal • Details of where and when the Order/Plan proposal may be inspected; • Details of how to make representations • A statement that any representations may include a request to be notified of the Council's decision • A deadline for the representations – at least six weeks from the date the proposal is first published; and • Notify any consultation body which is referred to in the Consultation Statement that the proposal has been received. 	<ul style="list-style-type: none"> • The Council will make hard copy of the proposed plan available in the nearest council building.
(Regulation 18) Publication of the Plan/Order Post-Examination	<p>As soon as possible after making a decision, the Council must publicise on its website and in such other manner as it considers likely to bring to the attention to those who live, work out carry on business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • The examiner's report (where applicable) • The Council's decision in light of the report and reasons for it; and • Details of where the decision may be inspected 	<ul style="list-style-type: none"> • The Council will make hard copy of the examiner's report and the council's decision notice available in the nearest council building.

Stages	What the Council has to do by law	The Council's community involvement commitments
Referendum	<p>The Council will;</p> <ul style="list-style-type: none"> Organise and publicise the referendums, including publicising documents and information statements for at least 28 working days (56 working days when a business referendum is also to be held) and made available for inspection during the referendum period. <p>Details of what the information is required from the statements and documents can be found in the "Tower Hamlets' Strategic Planning Service Offer to Prospective and Designated Neighbourhood Forums" (July 2016) on the Council's website.</p>	
Publicising the outcome of the referendum	<p>The Council will;</p> <ul style="list-style-type: none"> Organise and publicise the outcome of referendums, including publicising documents and information statements for at least 28 working days (56 working days when a business referendum is also to be held). 	
Neighbourhood Plan-making. Adopting the plan	<p>As soon as possible after making the Order/Plan, it must publicise on its website and in such as manner to bring to the attention of the who live, work and carry out business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> The decisions are reasons; Details of where the decision can be inspected; If made, the Plan/Order and details where it can be inspected. <p>It must send a copy of the decision to the Forum and any person who has asked to be notified of it. It must also notify any person who has asked where and when the Plan/Order may be inspected.</p>	<ul style="list-style-type: none"> The Council will make hard copy of the adopted plan available in the Town Hall and all libraries and Idea Stores Where appropriate we will advertise in local newspaper 'East London Advertiser'.

Community Infrastructure Levy (CIL) Charging Schedule

Stages	What the Council has to do by law	The Council's additional community involvement commitments
<p>(Regulation 15)</p> <p>CIL - Charging Schedule</p> <p>Preliminary Draft Charging Schedule (PDCS) or revised PDCS</p>	<p>The PDCS sets out the proposed rates for chargeable development in the charging authority's area.</p> <p>Bodies identified in the CIL regulations are consulted along with consultees on the database as well as relevant stakeholders and interested parties such as developers, local businesses, residents and voluntary organisations.</p> <p>All documents including details on the duration of the consultation will be published on the Council's website and relevant documents will be made available for inspection at the Council Offices and libraries.</p>	<ul style="list-style-type: none"> • We will advertise in a local newspaper • The Council will make a hard copy of the adopted plan available in the Town Hall and all libraries and Idea Stores. • Hold Public Consultation events • Ensure translation pages are available
<p>(Regulation 15)</p> <p>CIL – Consultation a draft charging schedule (DCS)</p>	<ul style="list-style-type: none"> • A copy of the draft charging schedule, relevant evidence, a statement of fact and a statement of the representations procedure is published on the Council's website and made available for inspection at the Council offices and local libraries • A public notice will be placed in the local newspaper • There will be a minimum of a 4 week consultation period • The consultation report will be published on the Council's website 	<ul style="list-style-type: none"> • We will advertise in a local newspaper • The Council will make a hard copy of the adopted plan available in the Town Hall and all libraries and Idea Stores. • Hold Public Consultation events • Ensure translation pages are available

Community Infrastructure Levy (CIL) Charging Schedule

Stages	What the Council has to do by law	The Council's additional community involvement commitments
<p>(Regulation 16 & 17)</p> <p>CIL – Submission of a draft charging schedule and information to the examiner</p>	<p>(Four weeks prior to the opening of the examination)</p> <p>Notice by local advertisement and the Council's website of;</p> <ul style="list-style-type: none"> • The time and place at which the examination is heard, and; • The name of the examiner <p>Notification to;</p> <ul style="list-style-type: none"> • Anyone making a representation on the DCS • Anyone requesting to be heard by the examiner <p>If a person has requested the right to be heard on a modification to the DCS then the above applies, but timescales are two weeks prior to the opening of the examination.</p>	
<p>(Regulation 23)</p> <p>CIL – publication of examiners recommendations</p>	<p>Notify those who requested to be notified of the publication of the examiner's recommendations and reasons.</p> <p>The examiners recommendations and reasons must be made available for inspection at the same locations where the DCS was made available.</p> <p>Documents will also be published on the Council's website.</p>	

Community Infrastructure Levy (CIL) Charging Schedule

Stages	What the Council has to do by law	The Council's additional community involvement commitments
<p>(Regulation 25)</p> <p>CIL – Approval and publication of a charging schedule</p>	<p>Notify those who requested to be notified of the approval of the charging schedule.</p> <ul style="list-style-type: none"> • Publish the charging schedule and report to the Council recommending adoption on the website. • Make the charging schedule available for inspection at the same locations as the DCS • Place a notice in the local newspaper affirming the Council's approval of the charging schedule and where copies are available and at what times. 	
<p>(Regulation 26 & 27)</p> <p>CIL – Corrections and errors in a charging schedule</p>	<p>Where there is a correctable error in a charging schedule the Charging Authority must issue a correction notice. The correction must be undertaken within 6 months of the Charging Schedule being approved by the Council.</p> <p>If the notice was issued as a result of a request by a person in writing – a copy must be sent directly to them.</p> <p>If the error to be corrected has an impact on the amount if CIL chargeable a notice by local advertisement and on the Charging Authority's website will advise where the charging schedule correction notice can be viewed.</p> <p>A notification will be sent to any persons that requested to be notified.</p>	<p>Notification on the Council's website</p>

Appendix 3

Consultation and involvement in planning applications and other related applications

1.0 Introduction

The Development Management process is the means by which someone (an individual, business, group, or public body) seeks approval from the Council to use or develop land. The following requirements set out the minimum standards for consultation on planning proposals, but there is always scope for further consultation if considered appropriate by the Development Management Team.

You will usually be made aware of an application by a letter from the Council because you live in (or occupy) premises close to the application site and we consider you might be affected by the proposed development. The Council will also publicise certain applications on and/or around the site with a site notice or in our local community newspaper and this may be how you find out about a scheme. If you would like to be informed about planning applications received by the Council please write to the Council stating the specific area and what scale of development you are interested in (major, minor or other applications).

The notification letter, site notice or press advertisement explains where planning applications can be viewed. Application details can be viewed at our reception between: Monday to Friday, 9am to 1pm, Mulberry Place, 5 Clove Crescent, London, E14 2BG and are also available via our website:

http://www.towerhamlets.gov.uk/lgnl/environment_and_planning/planning/register_of_planning_decision/register_of_planning_decision.aspx

Any member of the community can submit comments on any planning application. Information regarding planning applications can be given by contacting the Planning and Building Hotline: 020 7364 5009. We ask that people look at an application before commenting on it.

If you are unable to visit and have questions about the application, or if you require further information, you can contact the Duty Planning Officer. The Duty Planning Officer is available from Monday to Friday, 9am to 1pm at Mulberry Place.

Talking to the Duty Planning Officer enables questions to be dealt with more promptly and efficiently. The planning case officer cannot enter into correspondence about the details (or merits) of any application and will not always be available to answer questions by phone or in person.

We normally go beyond the minimum notification requirements where a development may give rise to significant local controversy, or is on a particularly sensitive site or is of a large scale. In these cases a range of additional

consultation techniques will be used to ensure that the development receives appropriate publicity so people know about it and can have their say. This may include the following:

- pre-application consultation by the developer to help inform the design of their proposals (we encourage developers to do this and but cannot force them to do so);
- holding public exhibitions on the development proposals when the planning application is submitted. This will help local residents understand the proposals so that they can formulate their views; and
- the right to address the Development or Strategic Development Committees before they determine an application (see below for more details).

These additional requirements are likely to be used when an application is a major development i.e. dwellings where 10 or more are to be constructed (or where the site area is more than 0.5 hectares) or any other use where the floor space will be 1000 sq. metres or more or the site is 1 hectare or more.

How to let us know your views on planning applications

We want to know what you think about an application and why. Your comments can be a set of bullet points for or against the development. There should be no need to employ a solicitor or other professional. We will try to assist you, but we cannot tell you what comments to make.

Comments on applications should always be made in writing. Please make sure that you quote the planning application number (if known) and the address of the property, the proposal to which it relates and ensure that we receive your comments before the consultation deadline.

Consultation will run for a period of not less than 21 days from the date the letter is sent. If we do not hear from you within that time it will be assumed that you do not wish to comment. Nevertheless, even if the publicity period has expired, it may not be too late to comment and a telephone call can be made to the Duty Planning Officer to check this but your comment must not extend the determination date. Your written comments can be:

- Emailed to (dr.developmentcontrol@towerhamlets.gov.uk)
- Addressed to the Directorate of Development Management, Tower Hamlets Council, 5 Clove Crescent, London, E14 2BG
- Submitted online via the following link:
http://www.towerhamlets.gov.uk/lgnl/environment_and_planning/planning/register_of_planning_decision/Register_of_planning_decision.aspx

All relevant comments will be taken into account before a decision is reached, provided they are received in time. More information about what comments we can and cannot take into account is available on our planning consultation pages www.towerhamlets.gov.uk/lgsl/851-900/855_planning_consultation.aspx. We will inform you of the final decision, if you make comments.

Addressing the Development Committee

The majority planning decisions are made by senior planning officers using delegated powers, in line with Government advice on decision making in the planning system. Applications for very significant developments or applications that are particularly controversial are decided by the Development Committee or Strategic Development Committee. These Committees are made up of elected Councillors, who meet in public to consider an application and then to decide it. The public can attend these meetings and may register to speak so that the Committee can hear their views first hand.

Further guidance notes on how to submit a comment on an application, can be found on the Tower Hamlets website.

Confidentiality

You should also be aware that legislation requires that any letter you send in response to an application has to be available for inspection by the applicant or others interested in the application. Because of this we cannot take into account comments that are marked “confidential”.

Standard consultees

Development Management has standard consultees who should be notified according to the nature of the development subject to the planning application. It is likely that an application will correspond to only one of the application types listed. It may be necessary to carry out further consultation with additional consultees according to the particular circumstances of the application (eg if the application site is located in a conservation area). A standard letter will be sent to the relevant consultees from this list. Consultation bodies are listed in detail further below.

1.1 General consultation matters

This appendix is a general guide on the way in which the Council (as a local planning authority) will notify the public throughout the assessment of a planning and other related applications. The requirements we have set out are minimum standards and there will always remain the scope for further consultation if considered necessary by the Development Management Service.

Statutory consultation requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. The purpose of this advice is:

- a) To ensure that all applications meet the minimum statutory requirements in respect of publicity and consultations, and
- b) To ensure consistency in the local planning authority's publicity and consultation arrangements from one application to another.

The Development Management Procedure Order (DMPO) (2015) provides the requirements for publicity for applications for planning permission. There are separate arrangements for Listed Buildings, which are set out Regulation 5 and Regulations 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

The Councils Development Management Teams approach to public consultation is as follows:

- Written communication to an adjoining owner or occupier
- Site notice in at least one place on or near the land to which the application relates for not less than 21 days
- Publication of the notice in a newspaper circulating the locality of the application site
- Notifying applicants of the decision by email.

From time to time it will be necessary to carry out greater publicity/consultation than specified here (e.g. cases of major public interest and/or having an impact over a wide area).

In order to avoid any delay in the determination of applications, we aim to send out consultation letters within 5 working days of the application becoming valid.

1.2 Critical definitions and time periods

Neighbouring Land

At present, there is no definition in England of what constitutes neighbouring land. However our adopted procedure for neighbour consultation is based on this definition:

We define 'Neighbouring Land' as land which is; and/or

- adjacent a common boundary with the application site;
- in the case of 'significant development' (see table below) Neighbouring land is land within 20 metres of the boundary of the application site (regardless as to whether or not it shares a common boundary with the application site)
- in the case of 'other development' (see table below) Neighbouring land is land within 10 metres of the boundary of the application site (regardless as to whether or not it shares a common boundary with the application site)

However, should the nearest part of any neighbouring land described above be over 90 metres from all of the development in question, then it is excluded from the above definition of neighbouring land and will not be consulted.

The consequence of this definition is that, for example, in a typical residential street, neighbouring land always means properties in front and to the rear, as well as those alongside.

Buildings Divided Horizontally

Where either the application or neighbouring land contains a building divided horizontally in terms of occupation (such as flats or office suites) then, for consultation purposes, a broader definition of neighbouring land than that given above is adopted.

Where the application property comprises converted or purpose-built residential flats or is otherwise divided horizontally in terms of occupation (including wholly or partly commercial accommodation and/or shops), then in addition to the main definition, neighbouring land shall be taken to mean:

- all premises sharing a common street entrance with the application property; and
- regardless of whether or not they share a common entrance, all properties on the same floor as the application premises adjacent to the boundary of the application premises and all accommodation which is above or below such neighbouring property and/or the application premises. This will include ground and basement floors even if having their own independent entrance(s).
- Where any building on neighbouring land is divided horizontally in terms of occupation (including commercial accommodation and/or shops), then every part of that building will be treated as being neighbouring land. For example, if sending neighbour letters, then each individual occupation should receive its own letter.

Note: Where, the application circumstances would ordinarily result in sending a large number of letters (i.e. 10 or over) to a single block of flats, even though the proposed development is minor, having little impact on its neighbours, it will be permissible to place site notices by the application property and by the entrance to the neighbouring block, instead of individual consultation letters.

Occupiers of Application Property

In every instance, when the applicant's address is not the same as the application property, or in cases where there are units of occupation in addition to that of the applicant, a consultation letter shall be sent to the occupier(s) of the application property.

Major Development

All the following constitute Major development:

- a) The erection of 10 or more dwellings, or if the number of dwellings is
- b) not known, where the site area is 0.5 hectares or more;
- b) In other cases, where the floorspace to be created is 1,000 square metres or more, or if the site area is 1 hectare or more;
- c) The winning and working of minerals or the use of land for mineral working deposits;
- d) All waste developments, meaning any development designed to be used wholly or mainly for the purpose of treating, storing, processing or disposing of refuse or waste materials.

Time Periods for Consultation/Publicity

The statutory minimum period for publicity is not less than 21 days from the date of the site and press notices and notification letters. It is Council policy normally to allow only these minimum periods, but also to accept comments afterwards if the application has not yet been determined. Specific consultation protocols outside these general requirements are outlined below.

It is important to note that any public representations received prior to a decision being issued must be taken into account, even if received after the statutory publicity period has expired. In the instance of committee cases, any representations received after 12 pm (noon) on the day of the committee meeting will not be taken into account.

1.3 Public consultation – summary of requirements

The table below summarises the Council’s minimum requirements in relation to publicity and consultation with local residents, businesses and occupiers. This takes account of the national minimum requirements (set out in the DMPO 2015) and the commitments in the Council’s SCI, which go beyond these requirements in some places.

	Web-site	Site Notice	Newspaper Advert	Consultation Letter
<p>“Significant Development”</p> <p>(a) ‘Major’ applications²</p> <p>(b) Departures from the Development Plan</p> <p>(c) Any application affecting a public right of way or footpath/way (but excluding pavement crossovers, new/revised vehicular or pedestrian accesses)</p> <p>(d) Development where the application is accompanied by an Environmental Statement</p> <p>(e) Any planning applications (either for development or demolition) that would affect the character or appearance of a Conservation Area or the setting of an ancient monument.</p>	✓	✓	✓	<p>✓</p> <p>Occupier(s) of application property. In every instance where the applicants address is not the same as the application property or where there are units of occupation in addition to that of the applicant.</p> <p>Occupiers of ‘Neighbouring Land’ i.e. land which is adjacent and/or has a common boundary with the application site within <u>20m</u> of the boundary of the application site (regardless of whether or not it shares a common boundary).</p> <p>Where the nearest part of any neighbouring land is over 90m from the proposed development then it is excluded.</p> <p>See guidance above on consulting buildings divided horizontally.</p>
<p>“Other Development”</p> <p>A planning application which is <u>not</u> ‘Major’ Development shall be considered “Other Development”. However, if an application for such development falls within any of the other “Significant Development”</p>	✓	★	★	<p>✓</p> <p>Occupier(s) of the application property. In every instance where the applicants address is not the same as the application property or where there are units of occupation in addition to that of the applicant.</p> <p>Occupiers of ‘Neighbouring Land’ i.e. land which is adjacent and/or has a common boundary with the application site within <u>10m</u> of the boundary of the application site (regardless of whether or</p>

² The definition of Major applications is detailed in section 1.2 of Appendix 3.

	Web-site	Site Notice	Newspaper Advert	Consultation Letter
categories listed above, then publicity shall be carried out as per the "Significant Development" category.				not it shares a common boundary). See guidance in section 1.2 on consulting buildings divided horizontally.
	★ Only if property is (1) in a conservation area (2) is a statutory Listed Building or (3) considered to affect the setting of a statutory Listed Building.			
Applications for Listed Building Consent	✓	✓	✓	✓ The extent of consultation depends upon the scale and potential impact of the proposed development.
Applications to remove or vary conditions - other and minor material amendments	✓	✗	✗	✓ Notify anyone who made comments on the original scheme (application). If the application relates to an aspect that was subject to objections or was imposed in the interests of protecting neighbours from nuisance (e.g. hours of use) then the extent of publicity/consultation will be dependent upon the issues raised by the proposed removal/variation or the extent of the proposed minor amendment. The starting point in determining the extent of consultation will be the level of publicity undertaken in respect of the parent application. A more limited restrictive consultation approach may be appropriate.
Approval of details reserved by condition	✓	✗	✗	✗
	Consultation will only take place in exceptional circumstances, as deemed necessary by the Council.			

Reserved Matters Applications	All 'Reserved Matters' applications should be subject to the same publicity as undertaken in respect of the outline planning application to which they relate			
Works to trees in conservation areas and TPOs	✓	✓	✗	Where an application is submitted by a neighbour of the site where the tree works are proposed, the Council will make sure that the owner or occupier of the land on which the tree stands is informed and given a chance to comment..
Advertisement Consent – on shop fronts or business premises	✓	✗	✗	✓ Send consultation letters to premises above and below, plus those either side on all levels. If a road lies to one side, it is not necessary to consult the property on the other side of the road.
Advertisement Consent – forming part of a bus shelter or free-standing		✓	✗	✓ Send consultation letters to any identifiable neighbouring property likely to be affected.
Advertisement Consent – hoardings on flank walls and boundaries	✓	✓	✗	★ Only if it is considered that the advert would have a major impact on the area or neighbouring properties.
Advertisement Consent applications (1) on a Listed Building (2) within a conservation area or (3) considered to affect the setting of a Listed Building or conservation area.	✓	✓	✓	As above.
Certificate of Lawfulness	✓	✗	✗	✗
Prior Approval – Telecommunications	✓	✓	✓	✓
Prior Approval - Other	✓	✗	✗	★ Only in relation to larger extensions built under the increased permitted development rights that are in place between 30 May 2013 and 30 May 2019.
Applications for non-material amendments (s96A)	✓	By definition, consultation is not necessary		
Applications for minor material amendments (s73)	✓	<p>The need to consult on applications for minor material amendments should be considered in the same way as revisions to applications. In the case of a proposed amendment or variation that the local planning authority considers might either affect a listed building or the character and appearance of a conservation area, such applications will be publicised by way of a site notice and a local press advertisement.</p> <p>The starting point in determining the extent of consultation in such cases will be the level of publicity undertaken in respect of the parent application (the subject of the proposed variation of condition and/or minor material amendment). Depending on the</p>		

		<p>scale of the proposed amendments and the nature of the planning condition to be varied/removed, the Council will determine at its discretion, whether it would be appropriate to adopt a more limited restrictive consultation approach in such circumstances. In such cases however, it will consult in accordance with statutory requirements (as an absolute minimum).</p> <p>The Council will also notify anyone who objected to the original scheme.</p>		
Applications to modify affordable housing requirements (s106AB)	✓	✗	✗	✗

1.4 Statutory consultations in Development Management

Schedule 4 of the DMPO (2015) lists a range of application types where statutory consultation is required, giving that organisation 21 days within which to respond. Further requirements are set out in 'Arrangements for handling heritage applications – notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015'. The main statutory consultation bodies related to development management within Tower Hamlets are as follows:

Canals and Rivers Trust:

- Development likely to affect any inland waterway or canal feeder channel, watercourse, 'let off' or culvert

Environment Agency:

- Development involving the carrying out of works or operations in the bed of, or within 20metres of the top of a bank of a 'main river'

Development, other than minor development, which is to be carried out on land

- In Flood Zone 2 or Flood Zone 3
- In an area in Flood Zone 1 which has critical drainage problems (as notified to the LPA by the EA)
- Major development that does not use the services of a sewerage undertaker for the disposal of sewage
- Development for the purpose of refining or storing mineral oils and their derivatives
- Development relating to the use of land as a cemetery

Greater London Authority (Mayor of London)

- Applications that are referable to the Mayor of London under the relevant Order

Health and Safety Executive:

- Development located within an area identified by the HSE in view of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of residential development, more than 250 square metre of retail floorspace, more than 500 square metres of office floorspace or more than 750 square metres to be used for industrial floorspace;

Historic England:

- Development involving the demolition, in whole or in part, or the material alteration of a listed building which is classified as a Grade 1 or II* listed garden;
- Development likely to affect the site of a scheduled monument;

- Development likely to affect any garden or park of special historic interest which is registered in accordance with section 8c of the Historic Buildings and Ancient Monuments Act 1953 (register of gardens) – where it is classified as Grade I or Grade II*

London City Airport

- A formal safeguarding Area is in place for London City Airport (Town and Country Planning (Safeguarded Aerodromes, Protecting Sites and Military Explosive Storage Areas) Direction 2002).
- The Council consults London City Airport on all major and strategic applications within the Safeguarded Area.

National Amenity Societies

- The National Amenity Societies comprise the following: Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings, the Victorian Society and the Twentieth Century Society.
- These Societies need to be consulted on applications for works which comprise or include the demolition of the whole or any part of a listed building.

Natural England:

- Development affecting an SSSI or with an area which has been notified to the LPA by Natural England and is within 2 km of an SSSI.

Neighbouring Boroughs (including Lee Valley Regional Park Authority):

- Where the scale of development, whether it be in relation to proximity to borough boundaries, height, scale, environmental effects, effects on established and protected strategic and local views, might have effects on neighbouring boroughs;

Sports Council:

- Development involving the loss of a playing field or used as a playing field at any time in the 5 years prior to the submission of an application or allocated for use as a playing field or involving the replacement of the grass surface of a playing pitch with an artificial man made composite surface

Theatres Trust:

- Development on land on which there is a theatre

Transport for London:

Proposals affecting a 'trunk road' that form part of the Transport for London Road Network (TLRN):

- Development other than minor development, likely to result in an adverse impact on the safety of or queuing;
- Development likely to prejudice the improvement/construction of a trunk road; and
- Construction of an access to or from a trunk road

1.5 Non-statutory consultation bodies in Development Management

Although not limited, the following includes a list of non-statutory bodies the council may draw upon for the input into the decision making process:

Metropolitan Police Crime Design Advisor

- All Major and Strategic applications
- Other applications that raise particular crime and/or security issues

London Fire & Civil Defense Authority (LFCDA)

- All Major and Strategic applications
- Other applications that raise particular issues in relation to Fire Brigade access

Greater London Archaeology Advisory Service

- All applications for sub-surface works within an Archeological Priority Area

NATS

- The Council consults NATS on all major and strategic applications within the London City Airport Safeguarded Area.

Thames Water

- All Major and Strategic applications

1.6 Internal consultation

The planning department will consult services within the council depending on the nature of individual planning applications. This could for example include applications where technical input is required or there is an inherent interest in the proposal for the respective department.

The Development Management Team will carry out a review of internal consultation requirements following a number of internal service restructures. Although not limited, the following lists some currently consulted services;

Building Control

- All applications with implications for fire, safety and means of escape.
- Any applications relating to a 'dangerous structure'.
- Enforcement cases as necessary

Education Development

- All applications relating to schools (public and private); also consult as an occupier for development adjoining schools.

Energy Efficiency

- All Major applications.

Environmental Health

- All planning applications proposing:
- new residential units (new build, conversions and H.M.O.s);
- food and drink uses (use classes A3 – A5) (new build and changes of use);
- cinemas, theatres and other places of entertainment;
- an environmentally sensitive development e.g. due to noise;
- development effecting air quality
- proposals opening outside normal working hours, potential pollutants; and
- hazardous substances, de/contamination of land.

Highways (Communities Localities and Culture): Proposals affecting only LBTH roads:

- All major applications
- Development likely to be a material increase in traffic volumes leaving and entering a road
- Construction of an access to or from a road
- Construction of a new street
- All applications for permission
- Needing vehicle parking/servicing;
- Affecting pedestrian or vehicular accesses/ways or rights of way; and
- Having traffic generation or management implications.

Housing Strategy

- All major applications that include proposed housing

Place Shaping (Design and Conservation)

- All applications likely to affect the character and appearance of a conservation area including demolition, all listed building applications and all planning applications for “Major Development” and other forms of development where design advice is a critical consideration.

Plan Making

- All departure applications, all GLA referable applications and applications having significant policy implications.

Social Services

- All proposals catering for under 8 year olds, including children’s nurseries and crèches, consult on all facilities for children aged 8 or over e.g. Private Children’s Homes, care homes, day nurseries, day centres etc. catering for adults, including the elderly, disabled etc.

Tree Officer

- All tree applications (TPOs and Conservation Areas).

1.7 Request for observations from adjoining boroughs

The onus is on the borough within which the property lies to carry out all statutory and neighbour publicity/consultations. Where the proposal would significantly affect the interests of another section of the Council (e.g. highways on traffic matters), Development Management will consult the relevant section within the Council prior to formally responding to the adjoining borough.

1.8 What we can take into account

We welcome any comments, whether in support of an application or objecting to it, although we can only take account of planning considerations.

Matters that may be taken into account include (these lists are not exhaustive):

Planning policies:

- National Planning Policy Framework (NPPF)
- The London Plan;
- Tower Hamlets Planning Guidance
- Emerging Development Plan Documents (where relevant).

Other material considerations:

- Loss of light or overshadowing;
- Overlooking or loss of privacy;
- Visual appearance (for example, design, appearance and materials);
- Layout and density of buildings;
- Traffic generation, highway safety or adequacy of parking;
- Noise, smells and disturbance resulting from use;
- Loss of trees;
- Effect on listed buildings or conservation areas.

Matters that cannot normally be taken into account include the following (the list is not exhaustive):

- matters controlled under building regulations or other non-planning laws (for example, structural stability, fire protection, control of pollution, statutory nuisances etc);
- private issues between neighbours (for example, land or boundary disputes, damage to property, private rights of way, covenants etc);
- loss of value of property (but the reason why it might affect the value could be material, see “Other material considerations” above); and
- loss of a private view.

If you have no objection to an application, but wish to suggest restrictions that we should impose to control the appearance or future use of the development, please feel free to do so. For example, you might have views about the colour of the bricks or tiles in a new building or the opening hours of a restaurant.

1.9 Consulting on amendments

Sometimes applications are amended, due to negotiations taking place during the course of the application by the planning case officer to overcome some problem or because of a change of mind by the applicant. Where it is decided to carry out consultation on amended plans, letters will normally be sent only to those who have previously made comments on the application.

The decision as to whether to consult at all on amended plans will be judged on the individual circumstances of each case (at the discretion of the local planning authority) and will be influenced by the nature and extent of the proposed amendments. Whilst significant amendments, especially those which raise new planning issues will be publicised, minor changes to plans that have no bearing on the range of planning considerations relevant to the case, will not normally be the subject of further consultation.

This judgment is made to prevent unnecessary delay in the processing of applications and to prevent the unjustified expense of re-publicising minor changes to a scheme.

Where publicity is considered appropriate for amended plans, those consulted will have 14 days rather than 21 to respond and make further observations as necessary. Site notices and press advertisements (where considered necessary by the local planning authority at its discretion) will be also be undertaken.