

DECEMBER 2018

# Statement of Community Involvement



Waltham Forest





## Addendum

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## Translation sheet

### INTERPRETING AND TRANSLATION ASSISTANCE

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<p>Dokumenti apo përmbledhja e tij mund të sigurohen në gjuhë tjera, shtyp të madh, Braille, audiokasetë apo i përkthyer sipas kërkesës. Nëse ju keni nevojë për këto shërbime, ju lusim na kontaktoni në adresën e dhënë më poshtë.</p>	<p>આ અહેવાલ કે એનું સંક્ષેપ બીજી ભાષાઓમાં, મોટા અક્ષરોમાં, બ્રેઈલમાં, ઓડિયો ટેપ પર અથવા ભાષાંતર સેવા દ્વારા ઉપલબ્ધ થઈ શકે છે. જો તમને આ સેવાની જરૂર લાગે, તો કૃપા કરીને અમને નીચેના સરનામે સંપર્ક કરો.</p>
<p>يمكن توفير هذه الوثيقة أو ملخصها بلغات أخرى أو بالطبعة الكبيرة أو بلغة بريدل أو على الشريط. ويمكن توفير خدمة ترجمة عند الطلب. وإذا احتجت منالا من هذه الخدمات الرجاء الاتصال معنا على العنوان المذكور أدناه.</p>	<p>यह पचा या इसका संक्षेप अन्य भाषाओं में, बड़े अक्षरों में या सुनने वाली टेप पर माँग कर लिया जा सकता है, और अन्य भाषाओं में अनुवाद की सुविधा भी मिल सकती है। यदि आपको इन सुविधाओं की जरूरत है तो कृपया निम्नलिखित पते पर हमारे साथ संपर्क करें।</p>
<p>অনুবাদকমে এই ডকুমেন্ট অথবা এর সারসর্ম অন্যান্য ভাষায়, বড় ছাপার অক্ষরে, ব্রেইল বা অক্ষিপিতে, অডিও টেইপ বা বাজিয়ে শোনার কেসেটে অথবা অনুবাদ করে দেয়ার ব্যবস্থা করা যাবে। আপনার যদি এসব সেবাসমূহের প্রয়োজন হয়, তাহলে অনুগ্রহ করে আমাদের সাথে নীচের ঠিকানায় যোগাযোগ করুন।</p>	<p>ਇਹ ਪਰਚਾ ਜਾਂ ਇਹਦਾ ਖੁਲਾਸਾ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਜਾਂ ਸੁਣਨ ਵਾਲੀ ਟੇਪ 'ਤੇ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ, ਅਤੇ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਤਰਜਮਾ ਕਰਨ ਦੀ ਸਹੂਲਤ ਵੀ ਮਿਲ ਸਕਦੀ ਹੈ। ਜੇ ਇਹਨਾਂ ਸਹੂਲਤਾਂ ਦੀ ਤੁਹਾਨੂੰ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠ ਲਿਖੇ ਪਤੇ 'ਤੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।</p>
<p>我們可以按照您的要求向您提供此文件或其摘要的母語譯本、大字印刷版本、盲文版本、錄音帶或者提供其他翻譯服務。如果您需要以上服務，請通過以下的地址與我們取得聯繫。</p>	<p>Istekte bulunursanız, bu broşürü ya da broşürün özetinin Türkçesini size gönderebiliriz. Ayrıca broşürün iri harfli baskısı, görme engelliler için parmak ucuyula okunabilen Braille alfabesiyle yazılmış kabartma şekli ve ses kaseti de olup istek üzerine broşürün özetini sözlü olarak da size Türkçe okuyabiliriz. Bu hizmetlerden yararlanmak için aşağıda yazılı adresten bize ulaşabilirsiniz.</p>
<p>Ce document ainsi que son résumé sont disponibles dans d'autres langues, en gros caractères, en braille et sur support audio. Une version traduite peut également être obtenue sur demande. Pour obtenir l'un de ces services, veuillez nous contacter à l'adresse ci-dessous.</p>	<p>یہ دستاویز یا اس کا خلاصہ دیگر زبانوں، بڑے حروف، یا ڈیویٹیپ کی شکل میں دستیاب ہو سکتا ہے، یا درخواست کرنے پر ترجمے کی سروس دستیاب ہو سکتی ہے۔ اگر آپ ان سروسز تک رسائی حاصل کرنا چاہتے ہیں تو براہ مہربانی ہم سے نیچے دیئے گئے پتے پر رابطہ کیجئے۔</p>
<p>Name _____ Address _____ _____ _____ Telephone No _____</p>	<p>CONTACT: Planning Policy Team Environment and Regeneration London Borough of Waltham Forest Sycamore House, Waltham Forest Town Hall Forest Road, Walthamstow, London, E17 4JF  Telephone 020 8496 3000 Email: <a href="mailto:planning.policy@walthamforest.gov.uk">planning.policy@walthamforest.gov.uk</a> Web site: <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a></p>

Translated by London Borough of Waltham Forest Interpreting and Translation Service

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## Addendum

The Council adopted its Statement of Community Involvement (SCI) in December 2018. This section draws attention to the key changes made in response to the Covid-19 Pandemic. It sets out measures the Council's Planning Service will take whilst Covid-19 restrictions are in force.

Following the outbreak of the Covid-19 Pandemic in March 2020, the Government has advised that where any of the policies in the Statement of Community Involvement cannot be complied with due to the pandemic, suitable alternative arrangements must be made through online methods to ensure that plan-making and planning decisions can continue.

This addendum only applies until the Government removes social distancing measures and/or advises a full return to conditions prior to the outbreak of the Pandemic. It should be read alongside the commitments made in subsequent sections of this document. In response, our Planning Service has had to adapt its approach to consultation work. Waltham Forest is committed to keeping its planning services running to ensure that important planning processes continues to move forward in supporting our communities and local economy.

### Plan Making

- The range of consultation methods set out in Chapter 3 of the SCI document will still apply where appropriate. Whilst social distancing measures remain in place, we may not be able to arrange public meetings, hold face-to-face meetings, exhibitions and workshops. Where this is not achievable due to national advice or local guidelines, every effort will be made by the Council for these to be carried out in a virtual and interactive format.
- Electronic copies of consultation documents will continue to be published online.
- Copies of plan documents will continue to be made available at all Waltham Forest libraries. This is subject to Covid-19 restrictions and conditions affecting the opening and closing of venues/premises. At Council offices (Magistrates Court), a limited service will be offered (appointment only) for residents to inspect consultation documents.
- We will continue to notify all interested parties on our consultation database explaining where the documents can be inspected online and will include contact details to help any person who may have difficulty in obtaining copies of consultation documents.
- Requests for hard copies of the documents will be considered subject to cost considerations. A charge for copies will apply.
- Public notices will continue to be published in a local newspaper with wide circulation.
- We will raise awareness of the publication of documents and/or consultation via a press release placed on the Council's website and will also utilise the Council's social media channels.

### Planning Applications

The range of publicity and consultation methods set out in Chapter 3 of the SCI document still apply. Further information is published on the Council's website.

- See Development Management web pages: [planning-application-process](#) and [how-we-make-decisions](#)

## 1 Introduction

**1.0.1** Planning is fundamental to shaping the neighbourhoods in which we all live and work. Paragraph 16 of the National Planning Policy Framework (NPPF) states that plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.

### 1.1 About this document

**1.1.1** Waltham Forest Council has prepared a draft Statement of Community Involvement (SCI). This updates the current document adopted by the council in August 2014. The document sets out the standards the Council will aim to achieve when involving the local community and stakeholders in producing local plan documents and considering planning applications.

### 1.2 What is the Statement of Community Involvement?

**1.2.1** The Statement of Community Involvement sets out how everyone including the Waltham Forest community, businesses and key organisations with an interest in the development of Waltham Forest can engage with the planning system. It sets out the consultation procedures and methods that will be applied when the Council is preparing new planning policy documents and also in considering planning applications.

**1.2.2** This is a statutory planning document which the Council is required to prepare. Section 18 of the Planning and Compulsory Purchase Act 2004 defines a local planning authority's Statement of Community Involvement as a statement of their policy for involving interested parties in matters relating to development in their area. Once adopted, the Council is required to comply with the principles and commitments made in the document.

**1.2.3** The SCI is not part of the Local Plan. It is a Local Development Document setting out a consultation strategy. The principles and commitments included in this document are intended to encourage members of the general public to participate in the preparation of plans and in decision making on planning applications. Participation at the early stages of the plan making process is particularly important. The earlier the Council gets to know local views and opinions, the greater chances of getting them reflected in the local plan and in decision making on planning applications.

### 1.3 The SCI review

**1.3.1** The current SCI was adopted by the Council in 2014 and needs to be reviewed to take account of recent legislative changes and other updates.

**1.3.2** These include:

- The Town & Country Planning (Local Planning) (England) Amendment Regulations 2017 - This new statutory instrument sets a period of 5 years within which a Local Planning Authority should undertake an assessment of whether its development plan documents and SCI remain up to date. It requires planning authorities to regularly review their SCI to ensure that they have a clear and relevant strategy for engaging local communities throughout the planning process.

- The Town and Country Planning (Development Management Procedure) (England) Order 2015 consolidates with amendment provisions of the 2010 Order, which set out the statutory provisions for consultation on planning applications, and specified the bodies to be consulted, depending on the type of planning application. This amended order prescribes procedures and consultation connected with planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters.
- The Town and Country Planning (General Permitted Development) (England) Order 2015, which grants planning permission for specific development types and specifies the classes of development for which planning permission is granted, as well as the exceptions, limitations, and conditions that apply to any of these classes;
- From May 25th, 2018, the EU General Data Protection Regulation (GDPR) resulted in changes to the collection and processing of personal data, which replaced some of the requirements of the existing Data Protection Act 1998. This requires the obtaining of consent from applicants when acquiring and submitting information.
- From July 31st, 2018, the Neighborhood Planning Act 2017 amends section 18 of the Planning and Compulsory Purchase Act 2004 so that from this date authorities should set out their policies in SCI's for the process of making neighbourhood development plans, giving advice and assistance on proposals for making of neighbourhood development orders and giving advice and assistance on proposals for modification of neighbourhood development plans.

**1.3.3** The SCI Review takes on board these new changes and requirements. An updated SCI also provides the opportunity for the Council to improve its approaches in order to reflect 'best practice' and experience gained through recently produced plan documents and consultation work on planning applications.

## 1.4 Consultation and the planning process

Carrying out consultation with local communities, businesses and interested parties has many benefits including:

- providing a voice for communities, businesses and interested parties on local matters/issues;
- ability to contribute towards shaping the borough's future;
- opportunity to gain greater sense of community ownership in the planning system;
- opportunities to influence the decision making process;
- gaining a better understanding of the planning process;
- strengthening information collected as part of the plan making process;
- gaining valuable local knowledge of the areas where development is proposed;
- opportunity to receive reviews from a wide range of residents of different socio-demographic backgrounds as well as from other stakeholders;
- reducing misunderstanding of the plan-making/planning application process; and
- improving community cohesion and sense of inclusion.

**1.4.1** In this document, we have set out clearly:



- how and when our local community can expect to be actively involved at all stages in plan preparation and decision making processes;
- how decisions on planning applications and the preparation of development plans will take into account the views, wishes and local knowledge of the community; and
- how the Council will ensure access to information so that everyone including Waltham Forest residents, community groups, stakeholders and businesses can actively engage in planning.

**1.4.2** Clearly, the scale of community involvement in the planning system has to reflect the resources the Council has available. To ensure the most efficient use of resources, the approaches used have sought to make use of existing established arrangements wherever possible.

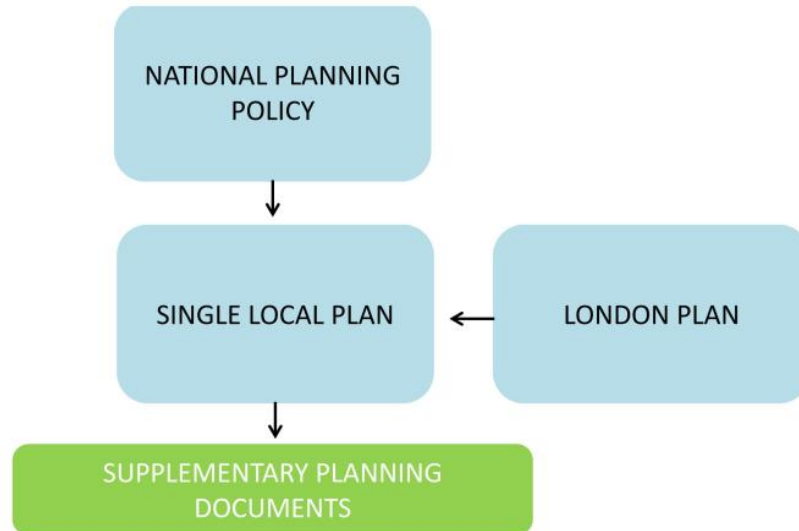
### **1.5 Links with other consultation strategies**

**1.5.1** The SCI sets out the commitments to consultation on planning matters which are the responsibility of the Council. In carrying out these commitments, there will be other Council-led strategies which when adopted may impose additional requirements.

**1.5.2** Furthermore, there will be other partnership arrangements which may need to be taken into account. The Council is working with the North London Boroughs of Barnet, Enfield, Hackney, Haringey and Islington to prepare a joint waste plan covering the combined areas. A separate consultation protocol providing a cross-borough context applies to the North London Waste Plan and is intended to enable compliance with each borough's Statement of Community Involvement.

**1.5.3** The Council's Creating Futures programme aims to increase engagement with the local community and stakeholders to help create a new relationship with residents, empowering them, better connecting communities and ensuring residents themselves are more involved in decision making processes. By working in collaboration with this programme, it enables increased citizen participation, and will therefore allow local community members to increase their scope of influence and participation in the planning process.

**The Waltham Forest Local Plan**



## 2 Who will be involved in Local Plan Preparation?

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for public participation and consultation on Local Plans. While anyone can respond to planning consultation, the regulations specify the following consultation categories:

- duty to co-operate bodies
- specific consultation bodies; and
- general consultation bodies.

### 2.1 Duty to Co-operate bodies

**2.1.1** The Localism Act (2011) places a 'duty to cooperate' on all local authorities and a number of other public bodies. The new duty:

- relates to sustainable development or use of land that would have a significant impact on at least two local planning areas;
- requires that Councils set out planning policies to address such issues;
- requires Councils and public bodies to 'engage constructively, and actively on an ongoing basis' to develop strategic policies; and
- requires Councils to consider joint approaches to plan making.

**2.1.2** The National Planning Policy Framework (NPPF) builds on the requirements of the Localism Act, and states that "local planning authority and County Councils (in two-tier areas) are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries", particularly those which relate to the strategic priorities.... "Strategic policy-making authorities should collaborate to identify the relevant strategic matters which they need to address in their plan". "Effective and on-going joint working between strategic policy-making authorities and relevant bodies is integral to the production of a positively prepared and justified strategy".

**2.1.3** Waltham Forest is committed to meeting this duty and intends to work closely with neighbouring local authorities and other partner organisations and stakeholders.

**2.1.4** The duty to co-operate is in addition to the standard consultations with a number of statutory groups such as neighbouring authorities or local and national agencies.

**Table 2.1 Duty to Co-operate Bodies**

Environment Agency	Historic England
Natural England	Mayor of London
Civil Aviation Authority	Clinical Commissioning Groups (formerly Primary Care Trusts)
Office of Rail Regulation	Transport for London
Marine Management Organisation	Neighbouring Local Authorities, including Epping Forest, Redbridge, Hackney, Newham, London Development Development Corporation, Haringey & Enfield
Local Nature Partnership	Local Enterprise Partnership

**2.1.5** These bodies play a key role in delivering local aspirations. Cooperation between the Council and these bodies is vital to make Local Plans as effective as possible on strategic cross boundary matters.

## 2.2 Specific consultation bodies

**2.2.1** Specific consultation bodies are statutory consultation groups that are often knowledgeable in certain aspects. A full list of specific consultation bodies is prescribed under planning legislation <sup>(1)</sup>. The table below provides examples of the specific consultation bodies the Council intends to consult about our Local Plan. Please note that this example list is not exhaustive and also relates to successor bodies where re-organisations occur.

**Table 2.2 Examples of Specific Consultation Bodies**

British Gas PLC	London Borough of Newham
British Telecom	London Borough of Redbridge
City of London/Conservators of Epping Forest	Mobile Operators Association
Natural England	Mayor of London/Greater London Authority
EDF Energy/Networks	National Grid
Historic England	North East London NHS Foundation Trust
Environment Agency	Network Rail Infrastructure Ltd
Epping Forest District Council	Orange Communications Ltd
Essex County Council	Thames Water
Highways Agency	The Metropolitan Police
Lee Valley Regional Park Authority	The London Legacy Development Corporation
London Borough of Enfield	Transport for London
London Borough of Hackney	UK Powers Networks
London Borough of Haringey	Vodafone Limited

1 Paragraph 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012

## 2.3 General consultation bodies

**2.3.1** General consultation bodies are specified under planning legislation<sup>(2)</sup>. Taking into account their interests and skills, they are sub-divided in the following categories with some examples (not exhaustive) for illustration:

**Table 2.3 General Consultation Bodies: Types and Examples**

Types of bodies	Examples
Business Groups	Argall Business Improvement District, North London Chamber of Commerce and Enterprise, Capital and Regional, Capital Industrial, Strettons, Waltham Forest Business Network, The Highams Park Business Forum
Community/Interest/Voluntary Groups	Blackhorse Action Group, Waltham Forest Civic Society, Ramblers' Association, Communities Empowerment Network, Love North Chingford
Disabled Groups	Waltham Forest Blind Association, Waltham Forest Mencap, Disability Resource Centre, The Limes Community and Children's Centre, The Tower Project, Disabled Go Waltham Forest
Educational/Training Groups	Waltham Forest College, Leyton Sixth Form College, London East Training and Enterprise Council, Busy Bees Pre-School, Leytonstone Supplementary School, Chingford Hall Primary School
Elderly Groups	Waltham Forest Age Concern, Fifty Plus Asian Elderly Club, Afro Caribbean Elders Association, Senior Citizens Luncheon Club
Environmental Groups	Waltham Forest Friends of The Earth, Waltham Forest Allotment Holders Association, Friends of Epping Forest, Friends of Lloyd Park, Canal & River Trust, Transition Leytonstone, The Conservation Volunteers, The Gardens Trust
Ethnic Groups	Waltham Forest Community Hub, Waltham Forest Race Equality Council, Nigerian Community in Waltham Forest, Africa Foundation Stone, WF Somali Bravanese Action Group, Tamil Refugee Action Group
Government Departments/Agencies	Department for Transport, Department of Trade & Industry, Corporation of London, JobCentre Plus, Department for Education
Hard to reach groups	London Gypsy and Traveller Unit, Waltham Forest BME Alliance, Waltham Forest Asian Mothers Group, Walthamstow Quaker Meeting
Health/Care Groups	Whipps Cross Hospital, Churchill Medical Centre, Waltham Forest Carers Association, Langthorne Health Centre, MIND in Waltham Forest
Housing Groups	East Thames Group, Newlon Housing Trust, Bellway Homes, London and Quadrant Housing Trust, Ascham Homes, Home Builders Federation
Politicians/Political bodies	Members of Parliament, local councillors, political parties.
Religious Groups	St Annes Church of England, Waltham Forest Islamic Association, Forest Faith Communities Forum, All Saints Church, Muslim Community Trust
Residents' Groups	Tenants Association, Beaumont Estate Association, Bushwood Area Residents Association, Highams Residents Association, Whitehall Park Residents Association, Forest Residents Association
Stakeholder Groups	Active organisations carefully selected from various groups in respect of their interests, expertise/skills, main activities and level of local participation
Transport Groups	Waltham Forest Cycling Campaign, Waltham Forest Transport Liaison Group, Waltham Forest Community Transport, Sustrans, Dial-a-Ride

2 Paragraph 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Types of bodies	Examples
Women's Groups	Waltham Forest Women's Centre, Waltham Forest Somali Women Association, Muslim Women's Welfare Association
Youth/Children Groups	Waltham Forest YMCA, National Childminding Association, Limes Community and Childrens Centre, 27th Chingford Scout Group
Sports/Arts/Culture Groups	Waltham Forest Arts Council, Sport England, The Theatres Trust, Chingford Cricket Club, Leyton Orient Football Club, Waltham Forest Cinema Trust

## 2.4 The Local Plan Consultation Database

**2.4.1** Apart from including the general consultation bodies as identified by legislation, the Council has been making efforts to involve as many individuals and groups possible.

**2.4.2** The Council's Planning Policy Team maintains a database for Local Plan consultation work. The information held primarily relates to the name, postal or email addresses of registered individuals or organisations. These will be individuals or organisations that have previously submitted a response to previous Local Plan consultations, have registered themselves on the database and expressed an intention to be kept on the database and not purposely asked to be removed.



**2.4.3** The information held is solely used for carrying out the Council's statutory planning policy functions with regard to the preparation and review of the Waltham Forest Local Plan, Supplementary Planning Documents (SPD's), the Community Infrastructure Levy, Statement of Community Involvement and Article 4 Directions. A Privacy Notice is included in Section 7.

**2.4.4** The database is primarily used for the purposes of keeping individuals and organisations informed about the Local Plan and other planning policy documents. This is necessary to perform the Council's statutory duties with regard to plan preparation. The Council will continue to update this database to ensure it remains fit for purpose.

**2.4.5** We may need to share your information with the Planning Inspectorate/Secretary of State for Housing, Communities and Local Government when legally required to do so as part of the Local Plan preparation process.

**2.4.6** If you submit representations at the statutory publication stage of the Local Plan and onwards, the Council is legally required to pass on your comments to the Planning Inspectorate/Secretary of State for Housing, Communities and Local Government when the Local Plan is submitted for examination. This is to allow them to contact you about the representations made to the Local Plan, and also to provide opportunity for consultees to fully take part in the examination once the Local Plan has been submitted to the Secretary of State (via the Planning Inspectorate).

**2.4.7** At the publications stage, if you do not wish your details to be passed on to the Planning Inspectorate then the Council and the Planning Inspector will not be able to take your comments into account as anonymous comments are not permissible.

**2.4.8** The Council's Planning Policy Team will not pass on your personal data for third party marketing purposes. We will process the information you provide in a manner that is compatible with GDPR.

**2.4.9** We will normally retain your details throughout the process of producing a Local Plan, which can take several years. Once a new Local Plan has been adopted we will consider the need to retain your information, and may contact you to check the details we hold are up to date, and that you wish to be contacted about future Local Plan work.

### **Stakeholders and the community**

**2.4.10** The Council encourages partnerships and consensus among the stakeholders. It is necessary for the design and planning of any proposed new development to have good co-ordination, transparent decision-making, and community participation. Failure to sufficiently involve communities and other key stakeholders affected by development in its design and implementation often leads to objections from the wider public.

### **Involvement of Individuals**

**2.4.11** Given the resource implications, it is not possible to contact everyone within the borough. Furthermore, the Council has to respect an individual's rights to privacy and not to receive unwanted communications. Chapter 3 outlines how you can get involved at various stages of planning process. Currently, the Council has about individuals registered in its Local Plan consultation database. If you want to get involved in preparing our Local Plan as an individual, you are welcome to contact us as set out below.

### **'Hard to reach' Groups**

**2.4.12** As part of its consultation and engagement exercises, the Council recognised that some members of the borough's community can be harder to contact via traditional channels than others. We have identified some particular groups and communities identified particular groups and communities in the borough, who in the past have not been very involved in the consultation process.

It is a priority to ensure we work with all sections of the community to ensure an inclusive approach to the development of the borough. Although the methods listed in Chapter 3 will be used to include all groups or communities in the borough, we do recognise the special needs of the "hard to reach" groups who may be excluded even if all the methods listed were applied. A review of consultation approaches carried out in preparing this Statement revealed a host of pre-existing, well-integrated and accepted channels of communication.

### **2.4.13 Channels of communication: What are these?**

**2.4.14** For Young People, a host of national and local resources are available along with new Council initiatives and guidance to enable us to target this group. The Council has a Young People's Participation Officer whose role is to facilitate consultation and engagement with young people. See Table 2.4.2 above for examples of the bodies in this group.

**2.4.15** For Asian Women, Faith Groups, Elderly People and BME groups, we have identified quite a few highly active networks and voluntary organisations which represent their views. We will be working closely with the voluntary sector in the borough to get these groups involved.

**2.4.16** Gypsies and Travellers - We have identified that this group was found to be much harder to reach. Few local channels, forums or groups are available to tap into. Particular efforts will be made to engage this group. The Council recognises that consulting with this group will require innovative approaches because of low rates of literacy and high levels of social exclusion within these communities. This group is also unlikely to be aware of and therefore to understand the planning system. The Council will involve this group in the most appropriate way.

**2.4.17** In addition, the Council will use other targeted means as and when necessary, to reach any other groups identified as “hard to reach”.

### Contact Us

**2.4.18** Individuals and organisations who would like to be involved with formulating the Local Plan, or the subsequent shaping of any of its local sites, please contact us in any of the ways below: <sup>(3)</sup> as below:

Telephone	020 8496 6748
E-mail	planning.policy@walthamforest.gov.uk
Website	www.walthamforest.gov.uk/ldf
Online Registration	Waltham Forest Consultation Portal

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3 Bearing in mind the Data Protection Acts, the Council is obliged not to disclose details of individuals/organisations in this document. To check whether you/your organisation is on our Local Plan consultation database or whether your contact details are up to date, please contact us.



## 3 How the community will be involved in Local Plan Preparation

### Our Inclusive Approach

The Council has recognised that effective and efficient community involvement can bring numerous benefits as outlined in Chapter 1. Bearing in mind the latest statutory requirements and our experience in consultation of planning documents, the Council will continue to do what is necessary to meet the statutory consultation requirements and where possible, go further beyond statutory requirements to ensure a fully inclusive approach to planning consultation. There are some groups in the community who are harder to reach than others (see Chapter 2). Particularly in these cases, the Council will continue to utilise more specialist approaches to ensure these communities are fully involved.

### 3.1 How we provide information

**3.1.1** When communicating information, the Council will:

- endeavour to reach the maximum number of people across all relevant sectors of the community;
- constantly be exploring the most appropriate and most affective tools and methods for helping our community recognise planning consultation work and engage in the local community;
- use clear, plain English to present all information clearly and free from jargon;
- ensure materials are also made available (upon request) in our community languages, audio format, large print and Braille;
- use regularly updated email lists to communicate with individuals, organisations and networks whose details we hold;
- use its own media and publications, such as Waltham Forest News and email newsletters, to disseminate information, as well as, where appropriate, collaborating with other local media;
- clearly display information regarding public consultations on the Council's website;
- provide electronic versions of documents on the Council's website in alignment with our move to become paperless. For this reason only a limited number of hard copies will be made available, in a number of easily accessible relevant locations, and upon request;
- be able to provide background information on any proposed plan; and
- ensure full compliance with the requirements established in the Equality Act 2010.



### Accessible Venues

**3.1.2** All venues used for consultation exercises will be fully accessible, appropriately located at sites in the vicinity of the proposed development and will utilise the necessary technology and support in order to help people participate.

The Council will publish information specifying the locations where documents may be inspected and the opening times applicable.

### 3.2 Consultation methods

**3.2.1** Key considerations for consultation methods/techniques applicable to the Local Plan are outlined below. Where necessary, the issues, opportunities and constraints associated with each of these methods have been described, with particular emphasis on any resource implications for each suggested method.

#### **Duty to co-operate**

**3.2.2** As set out in Section 2.1, the NPPF, Localism Act and the Town and Country Planning (Local Planning) (England) Regulations 2012 contain the requirement to cooperate on planning issues that cross administrative boundaries. As part of the consultation process, at the early stages of document preparation, the Council will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide an opportunity for joint working and establishing a shared evidence base. With specific reference to the duty to co-operate, methods of engagement to be applied throughout the plan making process will include the following:

- notification emails/letters;
- information requests/exchange of data;
- meetings, discussions, workshops; and
- written agreements/statements of common ground.

This list will continue to evolve in order to incorporate relevant new technologies, networks and digital platforms that may become available.

#### **Website/Consultation Portal**

**3.2.3** A wide range of updated information about Local Plan are published on the [Council's website](#) Furthermore, the Council's [Local Plan Consultation Portal](#) has been maintained since 2008 to facilitate online consultations and feedback.

#### **Available for inspection**

**3.2.4** During consultation periods, copies of planning documents will be made available for inspection at the Council's Planning Reception, Council libraries/customer centres and relevant community hubs across the borough. Digital copies will also be available on the Council's website. The availability of these documents will be advertised in a number of ways, including by letter/email, website and where appropriate through an advertisement in Waltham Forest News.

#### **Questionnaires/Surveys**

**3.2.5** Questionnaires or survey forms can be filled out online or via hard copy distributed to people or identified groups in specific locations/areas.

## Direct Notification

**3.2.6** Emails and/or letters are effective methods of raising awareness<sup>(4)</sup>, people informed and receiving feedback. Where appropriate, these are used as part of statutory/non-statutory consultations.

## Ward Forum

**3.2.7** The Council has formed Ward Forums where residents can meet with Ward Councillors and Council Officers to discuss issues relevant to their local area. Progress on policy documents may, where appropriate, be presented to these forums.

## Flyers, posters, newsletters, leaflets

**3.2.8** Flyers, posters, newsletters and leaflets are excellent for wide distribution and can also be used to deal with particular issues or groups<sup>(5)</sup>.

## Exhibitions/Roadshows

**3.2.9** Consultation stalls or exhibitions can where appropriate and practicable be set up on site to reach particular groups or specific geographical areas. These may be particularly helpful in initial engagements for presenting or raising awareness of proposed plans/proposals. Consultation stalls/exhibitions when staffed are useful for clarifying our approach and generating feedback. We will also be exploring the practicalities and effectiveness of setting up one or several 'urban rooms' in the borough; these are specific community spaces for engagement with the Local Plan and built environment, as recommended in the [2014 Farrell Review](#).

## Waltham Forest News (WFN)

**3.2.10** Waltham Forest News (WFN) is a free local paper delivered by the Council to households, businesses and organisations across the borough. This is regarded as one of the main channels to engage all residents, organisations and businesses in public consultations and where appropriate for publishing statutory notices<sup>(6)</sup>.

## Local/Specialist press

**3.2.11** Local press and specialist media can be used to give information at key stages of the relevant process. Local press may be used for statutory notices. Specialist press e.g. Age Concern and Disability Action newsletters will be used where possible, particularly to target "hard to reach" groups. However, press may not use the article.

## Liaison with 'hard to reach' groups

**3.2.12** The Council will liaise with 'hard to reach' groups to improve their involvements in the planning process. See paragraphs 2.10 to 2.16 for more details.

4 A report by Waltham Forest in 2016 showed that 49% of people surveyed preferred email updates as a method to receive information

5 36% of survey participants said that newsletters were their preferred method by which to receive information updates in a 2016 Waltham Forest report

6 29% of survey participants said that Waltham Forest News was their preferred method by which to receive information updates in a 2016 Waltham Forest report

### **Focus groups**

**3.2.13** Focus groups can be formed to consider ethnicity, gender, location, particular issues, specific geographical areas etc. These can be used to target groups including those considered hard to reach e.g. women only meetings. The small group size allows for more intensive probing of issues.

### **Individual meetings**

**3.2.14** Officers can attend meetings with voluntary/community groups, individuals, businesses and organisations to discuss plans/proposals and attain views. This method can be used in preparation stages to inform plans and proposals or during submission stage after constructive discussions to reach consensus or common ground on various planning matters.

### **Seminars/Workshops**

**3.2.15** This a useful method for specific issues or proposals with groups allowing for feedback to be exchanged in a positive way. Seminars/workshops should be held in appropriate venues and times. Where appropriate we may also employ out-of-venue activities such as guided walks around an area.

### **Stakeholder Meetings**

**3.2.16** Stakeholder meetings bring together a variety of organisations or individuals who hold a specific interest in the issue or area being looked at.

### **Planning for Real exercises**

**3.2.17** This involves the use of interactive methods to engage the public. Techniques include building 3D models of buildings or sites, asking the public to voice their likes and dislikes about the site as they see it and then produce their preferred plan of the site using model pieces provided. It appeals to a wide range of people regardless of age, gender etc and it immediately highlights the feasibility of the proposals.

### **Social Media**

**3.2.18** The Council has recognised that social media could be a useful tool in the consultation process<sup>(7)</sup> and notes the growing use of social media platforms such as Facebook and Twitter. However, the tool is currently not available for planning consultation work in Waltham Forest (though it is widely used elsewhere). Where it would be appropriate, consultation events will be advertised on our Corporate social media pages.

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7 The LBWF resident insight survey (February, 2017) in Waltham Forest showed that over 93% of residents in the borough have access to the internet.

**Table 3.1 Consultation Methods/Techniques may be used at various Local Plan consultation stages<sup>(8)</sup>**

Document	Resource Implications	Local Plan			Article 4 Directions		Supplementary Planning Documents	Community Infrastructure Levy	
		Initial Engagement	Preferred Options	Proposed Submission	Introduction	Confirmation		Draft	Submission
Consultation Methods/Techniques	Low	✓	✓	✓	✓	✓	✓	✓	✓
	Medium	✓	✓	✓	✓		✓	✓	✓
	Medium	✓	✓	✓			✓	✓	✓
	Medium	✓	✓				✓	✓	✓
	Medium	✓	✓	✓	✓		✓	✓	✓
	Low		✓				✓	✓	✓
	Medium	✓	✓	✓			✓	✓	✓
	High	✓	✓	✓	✓		✓	✓	✓
	Medium	✓	✓	✓			✓	✓	✓
	High	✓	✓	✓			✓	✓	✓
	Medium	✓	✓	✓			✓	✓	✓
	High	✓	✓				✓	✓	✓
	High	✓	✓	✓			✓	✓	✓
	Medium	✓	✓	✓			✓	✓	✓
	High	✓	✓	✓			✓	✓	✓
Seminars/Workshops/Planning for Real exercises	High	✓	✓	✓			✓	✓	✓
Social Media	Medium	✓	✓	✓	✓		✓	✓	✓

8 The choice of a particular method/technique will generally depend on the stage of the planning making process, the expressed preferences of identified groups, resources available and other practical issues.

### 3.3 Resource implications

**3.3.1** Some of the proposed consultation techniques are by nature more resource intensive than others. Table 3.1 set outs the resource implications associated with the methods likely considered at various stages. In light of these potential constraints, the Council will endeavour to utilise the most appropriate techniques – also seeking as far as possible, practicable and creative ways to ensure that consultation is representative, effective and efficient. Many of these methods can be jointly used to produce more accurate, targeted outcomes. The Council has recognised that the use of these techniques set out in the table below is largely dependent on:

- the stage of the planning document;
- the nature of the persons likely to be affected;
- the need for specialist detail on the topic/proposal;
- the perceived needs and expressed preferences of the group affected; and
- the resources available.

**3.3.2** Over time, consultation techniques are expected to change as new methods of communication increase in popularity, for example, the growing use of social media and advances in digital technology.

**3.3.3** The Council will consult users on the effectiveness, efficiency and clarity of its consultation procedures for improvements.

### Using consultation outcomes and feedback

**3.3.4** Representations made during formal consultation periods will be recorded on our consultation database and published. The Council cannot accept confidential, anonymous or late comments. The Council will dismiss any comments that are offensive, obscene, racist or illegal in any other way. All duly-made comments will be considered and used to inform decisions and/or shape the documents, alongside Government legislation, planning policy and other evidence. However, if requested, the names of respondents' can be kept confidential by the Council. See Section 7: Personal Privacy'.

**3.3.5** Consultation reports will be produced which give a summary overview of the consultation outcomes, all comments received and Council's response to each comment. These reports will be published on the Council's website and made available to view at the Council's planning office. When submitting a planning document for examination in public, the Council is required by legislation<sup>(9)</sup> to submit a Statement of Consultation setting out which bodies and persons have been consulted, how they have been consulted, the main issues that were raised and how these issues have been addressed.

### Transparent Decisions

**3.3.6** Council decisions and recommendations on planning documents, including consultation documents, the outcomes of formal consultations and documents for adoption are considered by Cabinet and/or Full Council. In addition, where appropriate, planning

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9 Regulation 22(1)(c) of the Town and Country Planning (Local Planning) (England) Regulations 2012

documents will be submitted to the Council's Overview and Scrutiny Committee, which provides opportunities for ideas, review, challenge and debate. Full Council/Cabinet/committee meetings are open to the public and the agendas, submitted documents and minutes are published on the Council's website.

## 4 When to get involved in Local Plan Preparation

### 4.1 Preparation of Development Plan Documents

#### Waltham Forest's Local Plan - Development Plan Documents

Each local planning authority is expected to produce a Local Plan for its area will guide development across the borough over the next 10-15 years. The Council is preparing a Local Plan and Site Allocations Document, and is working with other North London partnership boroughs to prepare a Joint Waste Plan - North London Waste Plan to address waste management and recycling.

**4.1.1** This section outlines the key stages involved in the production and preparation of a Development Plan Document and when the community can get involved in the process. The formal process for the production and preparation of Development Plan Documents is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The Council, wherever possible, seeks to 'frontload' consultation on DPDs to ensure key issues are identified and any outstanding matters are resolved as early as possible in the process. The paragraphs below summarises what happens at each key stage in the process and table 4.1 sets out when and how key stakeholders and the local community can get involved.



**4.1.2 Stage 1 - Pre-Production** - This stage will involve the Council developing and gathering a range of evidence to support the development of the document and ensure the Council has a good understanding of the issues before it prepares the Development Plan Document. The Council will develop a range of possible options to address identified issues and concerns raised.

**4.1.3 Stage 2 - Issues and Options Consultation** - Regulation 18 of the Town & Country Planning (Local Planning) (England) Regulations 2012 requires local planning authorities to notify specific and general consultations bodies and other persons of the subject of a local plan which the local planning authority propose to prepare, and invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain. Formal consultation undertaken at this stage will seek to satisfy this requirement. The Council will formally consult with specific/general consultation bodies, 'Duty to Co-Operate bodies' such as the GLA (Greater London Authority), Natural England, Historic England, neighbouring authorities, infrastructure and utilities providers and any other appropriate stakeholders to identify the priorities and aspirations to inform the preparation of the DPD. Sustainability Appraisal (SA) will be undertaken to assess the sustainability impacts of the options considered.

**4.1.4 Stage 3a - Plan Production.** The Council will produce the 1st Draft Plan consultation. This will set out the preferred approach having considered alternative options for addressing the issues identified at the earlier stage. The draft Plan will be supported by Equalities Impact



Assessment (EQIA) and Habitats Regulation Assessment. The Council will consult with specific/general consultation bodies, 'Duty to Co-Operate bodies', any other key stakeholders and the local community. At this stage, the Council will undertake public consultation on the DPD for a minimum of six weeks inviting representations on the document. However, this may be extended if they overlap with defined holiday periods for example.

**4.1.5 Stage 3b - Plan Production.** Building on the consultation taken above, the Council will draft the 'final' Plan (Proposed Submission version) and publish this for consultation in accordance with Regulations 19 and 20 of the Town & Country Planning (Local Planning) (England) Regulations 2012. This version of the Plan will also be supported by Sustainability Appraisal, Habitats Regulation Assessment and Equalities Impact Assessment. The Council will undertake formal public consultation on the Plan for a minimum of six weeks and invite representations on the document. At this stage, the Council will formally consult with specific/general consultation bodies, 'Duty to Co-Operate bodies', other key stakeholders and the local community. During this consultation period, the Council will also send a request to the Mayor of London seeking opinion regarding the conformity of the published Plan with the London Plan. It should be noted that representation can be received at this stage even if you have not been involved in the earlier stages of the plan preparation process. However, note that only those that make their representations within this consultation period will have the right to have their representations considered and heard at the Examination stage. After considering the representations received during the consultation period undertaken at the Production stage (stage 3), the Council may propose some Modifications to the Plan.

**4.1.6 Stage 4 - Submission** - In accordance with Regulation 22 of the Town & Country Planning (Local Planning) (England) Regulations 2012, the Council will submit the 'final' version of the Plan to the Secretary of State for independent examination.

**4.1.7 Stage 5 - Examination Stage** - The purpose of the independent Examination is to consider the 'soundness' of the DPD. A Planning Inspector will be appointed by the Government to carry out an independent Examination. Whilst the conduct of the examination may be wholly by written representations, representations can be made orally, usually at a Hearing Session which is a round table discussion with the Inspector and other invited representors. The procedure to be followed is determined by the Inspector. During the Examination, the Inspector may pose additional questions for the Council and other representors as part of his examination of the Plan. As this is a public examination, any information/correspondence with either the Inspector or other representors will be made publicly available. The Examination may result in necessary modifications being required to the Plan to ensure its 'soundness'. If these modifications are considered to be significant 'material changes' the Inspector can advise that the Council undertakes a further round of public consultation on these changes. This will usually be for a further six weeks. Following the Examination, the Inspector will publish a report which assesses the 'soundness' of the Plan. This report will contain the Inspector's recommendations and any Modifications (if necessary) to the Plan. This report will be publicly available.

**4.1.8 Stage 6 - Adoption** - The Council will assess the recommendations on the Inspector's Report and any modifications to the Plan and then move to formally adopt the Plan. The Council will produce an Adoption Statement.

**Table 4.1 Key stages involved in the preparation of a Development Plan Document and when and how the community can get involved**

Details of DPD Preparation	Community Involvement
<p><b>Stages 1 &amp; 2: Issues and Options consultation (Regulation 18)</b></p> <p>The Council will prepare an Issues and Options document and publish for 6 weeks consultation (Regulation 18).</p>	<p>The Council may use any of the consultation methods as outlined in Table 3.1 - Consultation Methods.</p>
<p><b>Stage 3 (a) : Draft Plan consultation</b></p> <p>The Council will prepare the 1st Draft Plan document for consultation. This will be supported by the following documents:</p> <ul style="list-style-type: none"> <li>• Sustainability Appraisal Report;</li> <li>• Habitats Regulation Assessment;</li> <li>• Equalities Impact Assessment.</li> </ul>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish a copy of the first Draft Plan and the relevant supporting evidence documents on the Council's website. Copies of these documents will be made available for inspection at the Council's main offices and local libraries;</li> <li>• Send direct notification by email/letter to specific/general consultation bodies, 'Duty to Co-Operate bodies', any other key stakeholders and members of the local community registered on the Local Plan consultation database and have requested to be notified; and</li> <li>• Publish a notice in the local newspaper (Waltham Forest News) specifying the consultation period and locations where the documents can be viewed.</li> <li>• Apply the consultation approach as outlined in Section 3 of this document. At the end of the consultation, the Council will publish a Consultation Report.</li> </ul>
<p><b>Stage 3 (b): Proposed Submission consultation (Regulation 19, 20 and 21)</b></p> <p>The Council will finalise draft Plan as the 'Proposed Submission' version and publish for a final round of consultation. The full set of documents published at this stage will include the following:</p> <ul style="list-style-type: none"> <li>• Proposed Submission DPD</li> <li>• Sustainability Appraisal Report;</li> </ul>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish a copy of the Proposed Submission Plan and the relevant supporting evidence documents on the Council's website. Copies of these documents will be made available for inspection at the Council's main office and local libraries;</li> <li>• Send direct notification by email/letter to specific/general consultation bodies, 'Duty to Co-Operate bodies', other key stakeholders and members of the local community registered on the Local Plan consultation database and have requested to be notified; and</li> </ul>

<ul style="list-style-type: none"> <li>• Habitats Regulation Assessment; and</li> <li>• Equalities Impact Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish a notice in the local newspaper (Waltham Forest News) specifying the consultation period and locations where the documents can be viewed.</li> <li>• Apply the consultation approach as outlined in Section 3 of this document. At the end of the consultation, the Council will publish a Consultation Report.</li> </ul>
<p><b>Stage 4: Submission (Regulation 22)</b></p> <p>The Council will submit the Proposed Submission Plan Document and other supporting documents to the Secretary of State. The full set of documents published at this stage will include the following:</p> <ul style="list-style-type: none"> <li>• The Proposed Submission Plan;</li> <li>• Main Modifications Document (if necessary);</li> <li>• Summary of Main Issues - Regulation 22 (1)(c)(v);</li> <li>• Statement of Consultation - Regulation 22(1)(c);</li> <li>• Consultation Report Part I - Summary of Representations and Council's Response - Regulation 22(1)(e);</li> <li>• Proposed Submission - Consultation Report - Part II - Schedule of Full Representations - Regulation 22(1)(e);</li> <li>• Proposed Submission - Consultation Report Part III - Copies of Representations - Regulation 22(1)(d);</li> <li>• Proposed Submission - Sustainability Appraisal Report;</li> </ul>	<p>The Council will undertake the following statutory measures:</p> <ul style="list-style-type: none"> <li>• Publish all the Submission Documents, supporting documents and evidence base on the Council's website. Copies of these documents will be made available for inspection at local libraries and the Council's main office (Magistrates Court);</li> <li>• Send direct notification by email/letter to specific/general consultation bodies, 'Duty to Co-Operate bodies', other key stakeholders and members of the local community registered on the Local Plan consultation database/ those who have requested to be notified that the DPD has been submitted to the Secretary of State; and</li> <li>• Publish a notice (Regulation 19) in the local newspaper (Waltham Forest News) specifying that the DPD has been submitted and the locations where the documents can be viewed.</li> </ul>

<ul style="list-style-type: none"> <li>• Proposed Submission - Habitats Regulations Assessment Screening;</li> <li>• Equality Analysis;</li> <li>• Soundness Self-Assessment Checklist;</li> <li>• Legal Self-Assessment Checklist;</li> <li>• Duty to Co-operate Statement; and</li> <li>• Evidence Base Library.</li> </ul>	
<p><b>Stage 5: Independent Examination and Inspector's Report (Regulation 24, 25 and 26)</b></p> <p>During the Examination the Council may have to produce:</p> <ul style="list-style-type: none"> <li>• Responses to Inspectors Questions;</li> <li>• Produce additional evidence;</li> <li>• Hearing Statements; and</li> <li>• Proposed Modifications to the DPD.</li> </ul>	<p>For the purposes of the Examination, the Council will:</p> <ul style="list-style-type: none"> <li>• Publish the time and place at which the Examination is to be held and the name of the person appointed to carry out the Examination. The Council will do this at least six weeks before the opening of the examination;</li> <li>• Notify any person who has made a representation on the submission DPD of these details;</li> <li>• Inform the date and time of the hearing should you wish to appear or attend ; and</li> <li>• Publish these details in The Waltham Forest News.</li> </ul> <p>During the Examination the Council will update its website with:</p> <ul style="list-style-type: none"> <li>• Responses to Inspectors Questions;</li> <li>• Hearing Statements;</li> <li>• Proposed Modifications to the DPD (if necessary); and</li> <li>• Any other documentation produced to inform the Examination.</li> </ul> <p>Where further consultation on any Modifications are required, the Council will:</p> <ul style="list-style-type: none"> <li>• Publish all the Modifications on the Council's website and made available for inspection at the Council's main office and local libraries;</li> </ul>

	<ul style="list-style-type: none"> <li>• Send direct notification either by letter or email to specific/general consultation bodies, 'Duty to Co-Operate bodies', any other key stakeholders and members of the local community whom have requested to be notified that the DPD; and</li> <li>• Publish any representations received during the consultation period.</li> </ul> <p>Post Examination, the Council will:</p> <ul style="list-style-type: none"> <li>• Make the Inspector's recommendations available for inspection at the Council's main office and local libraries;</li> <li>• Publish the Inspector's recommendations online on the Council's <a href="http://www.walthamforest.gov.uk">website</a> (www.walthamforest.gov.uk);</li> <li>• Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.</li> </ul>
<p><b>Stage 6: Adoption (Regulation 26)</b></p> <p>At this stage the Council will prepare the following documents:</p> <ul style="list-style-type: none"> <li>• Adoption Statement</li> </ul>	<p>When a DPD is adopted, the Council will:</p> <ul style="list-style-type: none"> <li>• Make available for inspection the DPD, the Sustainability Appraisal Report and Adoption Statement at local libraries and the Council's main office. The Council will also provide this information on the <a href="http://www.walthamforest.gov.uk">website</a> (www.walthamforest.gov.uk);</li> <li>• Advertise the adoption statement and the fact that the DPD is available for inspection and the places and times at which the document can be inspected;</li> <li>• Send the adoption statement to any person who has asked to be notified of the adoption of the DPD; and</li> <li>• Send a copy of the adoption statement to the Secretary of State.</li> </ul>

## 4.2 Preparation of Supplementary Planning Documents

### Supplementary Planning Documents

The purpose of a Supplementary Planning Document (SPD) is to provide additional information on planning policies in a development plan. They can cover a wide range of issues and are used to expand policies contained within a development plan. When prepared, they must be in conformity with policies contained within the Council's adopted local plan and consistent with national and London Plan policies. Over the coming years, it may be necessary to review existing documents or prepare additional documents. Further information will be published on the Council's website.

**4.2.1** In this section the Council will outline the main stages involved in the production and preparation of a Supplementary Planning Documents. The process for the production and preparation of SPD is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The paragraphs below summarise what happens at each key stage in the process and table 4.2 sets out when and how key stakeholders and the local community can get involved. The preparation of an SPD follows different regulations and thus follows a slightly different process to that of preparing an DPD. The preparation and production an SPD can often be completed much quicker as they only have to undergo one round of consultation of a minimum of four weeks and are not required to undergo an Examination in Public. However, they are still subject to a Sustainability Appraisal.



**4.2.2 Stage 1 - Pre-Production** - This stage will involve the Council developing and gathering a range of evidence to support the development of the document and ensure the Council has a good understanding of the issues before it prepares the SPD. At this stage there is no formal period of consultation. However, the Council will informally consult with any stakeholders or bodies it considers appropriate in order to inform the preparation of the SPD.

**4.2.3 Stage 2 - Production** - After considering the consultation responses received at the Pre-Production stage (stage 1) the Council will then draft the SPD. A Sustainability Appraisal will be undertaken to assess the sustainability impacts of the SPD. At this stage the Council will undertake formal public consultation on the draft SPD for a minimum of four weeks. However, this may be extended if they overlap with defined holiday periods. The Council will formally consult with specific/general consultation bodies, 'Duty to Co-Operate bodies', any other key stakeholders and the local community. After the consultation period has ended, the Council will produce a Consultation statement – setting out the main issues received during the consultation on the Draft SPD, and also explaining how representations have been dealt with/considered.

**4.2.4 Stage 3 - Adoption** - After considering the representations made during the Production stage (stage 2), the Council, where necessary may modify the SPD. After that the Council will then move to adopt the SPD.

**Table 4.2 Key stages involved in the preparation of a Supplementary Planning Documents and when and how the community can get involved**

Details of SPD Preparation	Community Involvement
<p><b>Stage 1: Pre-Production</b></p>	<p>No formal consultation undertaken at this stage. However, the Council may use any of the consultation methods as outlined in table 3.1 - Consultation Methods.</p>
<p><b>Stage 2: Production (Regulation 12 and 13)</b></p> <p>At this stage the Council will prepare the following documents:</p> <ul style="list-style-type: none"> <li>• Draft SPD;</li> <li>• Sustainability Appraisal Report; and</li> <li>• Consultation statement.</li> </ul>	<p>At this stage the Council will undertake the following statutory measures:</p> <ul style="list-style-type: none"> <li>• publish a copy of the SPD and supporting SA, relevant evidence and supporting documents on the Council's website and make them available for inspection at the Council's main office and local libraries;</li> <li>• direct notification either by letter or email to specific/general consultation bodies, 'Duty to Co-operate bodies', any other key stakeholders and members of the local community whom have requested to be notified; and</li> <li>• public notice in local newspaper (Waltham Forest News) specifying the consultation period and locations where the documents can be viewed.</li> </ul> <p>In addition, the Council may use any of the consultation methods as outlined in table 3.1 - Consultation Methods.</p>
<p><b>Stage 3: SPD Adoption (Regulation 14)</b></p> <p>At this stage the Council will prepare the following documents:</p> <ul style="list-style-type: none"> <li>• Adoption Statement</li> </ul>	<p>When the Council adopts the SPD it will undertake the following statutory measures:</p> <ul style="list-style-type: none"> <li>• make the SPD and Adoption Statement available for inspection at local libraries and at the Council's main office and on the Council's website; and</li> <li>• directly notify any person who has been asked to be notified of the adoption of the SPD.</li> </ul>

### 4.3 Preparation of Neighbourhood Plans

**4.3.1** Under the Localism Act 2011, local communities are now able to produce Neighbourhood Plans, putting in place a vision and a set policies for the future development for their neighbourhood areas. The plan can be used to choose where new homes, shops and employment should be built, protect important green spaces and influence what new buildings should look like. When adopted, the neighbourhood plan becomes part of the Council's statutory development plan to be used in the determination of planning applications. The regulations governing the preparation of neighbourhood plans place various duties and responsibilities on the Council in providing advice and support. Such plans must have regard to national planning policy and be in general conformity with the strategic policies in the Council's adopted or emerging Local Plan.

**4.3.2** Details of the legislative arrangements for the preparation of Neighbourhood Plans are provided under the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning (Referendums) Regulations 2012.

#### Advice and Support to Neighbourhood Planning Groups

**4.3.3** The Council has a legal duty to provide 'support and advice' to neighbourhood planning groups seeking to prepare their own plans. Support and advice will be delivered as below:

**Table 4.3**

Stage of Process	Support Provided
Initial meetings (start-up)	Meetings with steering groups formed or community representatives – to provide information as may be requested.  Advice to help groups decide whether the Neighbourhood Planning process is the right planning tool /route to address identified issues.  Assistance in arranging consultation/meeting venues.
Application for Neighbourhood Forum/Area designation	Advice on the neighbourhood plan area boundaries.  Advice on the suitability of the local group as a 'qualifying body' - in accordance with the Regulations.
Preparing the project plan	Advice on programming of tasks and resources required.  Assistance with providing information on external funding available.
Community engagement	Advice on communication/consultation strategy.  Facilitate community engagement events/consultation work including use of the Council's consultation portal.  Advice on the preparation of the Consultation Statements/Reports.
Developing the evidence base	Signpost sources of information.  Provide maps/advice on mapping information.  Provide advice on assessment of sites.



Stage of Process	Support Provided
	<p>Provide advice on the commissioning of studies.</p> <p>Provide advice on Sustainability Appraisal and Habitats Regulations Assessment.</p>
Preparing the draft plan	<p>Provide advice on assessment of options.</p> <p>Provide advice on plan proposals.</p> <p>Provide advice on how to draft planning policy.</p> <p>Provide advice on the structure of the document.</p> <p>Provide constructive comments on the emerging plan and other supporting documents.</p>
Consultation on the draft plan (pre submission consultation)	<p>Provide advice on the statutory consultation process/consultees.</p> <p>Provide advice on suitability of the plan in meeting the 'basic conditions':</p> <ul style="list-style-type: none"> <li>• Conformity of the Plan;</li> <li>• Suitability of the Consultation Statement;</li> <li>• Suitability of any Environmental Assessment or Habitats Regulations Assessment undertaken;</li> <li>• Conformity with other legislative requirements.</li> </ul>
Appointment of the Examiner	Work together on the appointment of the independent examiner.
Other requirements	<p>The Council will not offer support/assistance with regard to the following:</p> <ul style="list-style-type: none"> <li>• Primary survey work.</li> <li>• Drafting the Neighbourhood Plan or any policies.</li> <li>• Commissioning technical studies.</li> <li>• Attending every meeting/consultation event organised</li> <li>• Providing direct financial support.</li> <li>• Funding consultation exercises, distributing consultation questionnaires, collecting, collating or analysing consultation responses.</li> </ul>

### Key stages in the preparation of Neighbourhood Plans and when and how the community can get involved

**4.3.4** Like local plans, regulations cover neighbourhood plan/orders preparation, including consultation requirements. Regulations also cover the referendum stages. As mentioned above, the Council's role is to provide advice and support to groups preparing a neighbourhood plan. Up to submission of the final draft plan, it is the responsibility of the qualifying body/neighbourhood group to ensure that public consultation and engagement is effective, efficient and representative. The table below sets out the various stages in preparing a Neighbourhood Plan and the opportunities for consultation and engagement.

Table 4.4

Key Stages	Opportunities for Engagement - Qualifying body/Neighbourhood Forum	Opportunities for Engagement - Council
<p>Stage 1 - Community Group expresses an interest to prepare a neighbourhood plan. (Regulations 5 - 10 of the Town &amp; Country Planning Act, Neighbourhood Planning (General) Regulations 2012).</p> <ul style="list-style-type: none"> <li>• An application must be submitted to the Council to formally designate the proposed neighbourhood area/forum. If approved, the designated Neighbourhood Forum becomes the qualifying body preparing the plan.</li> <li>• Application forms are available on the Council's website.</li> </ul>	<p>The Community Group initiating the process may decide to consult with the local community.</p>	<p>Following the submission of an application to the Council to designate a neighbourhood area/forum, the Council will:</p> <ul style="list-style-type: none"> <li>• Publicise and consult on the application for a minimum period of 6 weeks and consider representations made.</li> <li>• Write to specific, general and all other consultees who may have an interest.</li> <li>• Make application documents available on the Council's website, the Town Hall (Magistrates Court Building) and at all Waltham Forest Libraries.</li> <li>• Use local media/press (public notice) to raise awareness.</li> <li>• Consider representations made and make a decision on the application - publicised using the methods above.</li> </ul>
<p>Stage 2 - Preparing the Draft Neighbourhood Plan (by the qualifying body as designated neighbourhood forum)</p>	<p>Plan preparation work is undertaken by the qualifying body/designated neighbourhood forum.</p> <ul style="list-style-type: none"> <li>• Qualifying body should undertake on-going consultation and engagement with the local community (those living and working in the neighbourhood plan area and with an interest in the area or affected by the proposals).</li> <li>• It is good practice for the qualifying body to</li> </ul>	

Key Stages	Opportunities for Engagement - Qualifying body/Neighbourhood Forum	Opportunities for Engagement - Council
	develop a consultation strategy.	
<p>Stage 3 - Pre-submission consultation and publicity (Regulation 14 of the Town &amp; Country Planning Act, Neighbourhood Planning (General) Regulations 2012)</p> <ul style="list-style-type: none"> <li>The qualifying body/neighbourhood forum is required to carry out consultation on the draft neighbourhood plan.</li> </ul>	<p>The qualifying body/designated neighbourhood forum must:</p> <ul style="list-style-type: none"> <li>Publicise the draft plan in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area.</li> <li>Consult any consultation body (outlined in in the Neighbourhood Planning Regulations 2012 (Schedule 1)</li> <li>Send a copy of the draft neighbourhood plan to the Council.</li> </ul>	
<p>Stage 4 - Submission of the Neighbourhood Plan (Regulation 15, 16 &amp; 17 of the Town &amp; Country Planning Act, Neighbourhood Planning Regulations)</p> <ul style="list-style-type: none"> <li>The qualifying body/designated neighbourhood forum submits the plan and supporting documents to the Council.</li> </ul>		<p>If the Council, (after the checking the plan) finds that it meets the legal requirements, it will formally publicise and carry out consultation on the submitted plan.</p> <p>The Council will:</p> <ul style="list-style-type: none"> <li>Publicise and consult on the plan for a minimum period of 6 weeks and consider representations made.</li> <li>Write to specific, general and all other consultees who may have an interest.</li> <li>Make the documents available on the Council's website, the Town Hall (Magistrates Court Building) and at all Waltham Forest Libraries (as considered necessary).</li> </ul>

Key Stages	Opportunities for Engagement - Qualifying body/Neighbourhood Forum	Opportunities for Engagement - Council
		<ul style="list-style-type: none"> <li>● Use local media/press (public notice) to raise awareness.</li> <li>● Collate the representations made and send to the examiner.</li> </ul>
<p>Stage 5 - Independent Examination (Regulation 18 the Town &amp; Country Planning Act, Neighbourhood Planning Regulations)</p> <ul style="list-style-type: none"> <li>● The Council submits the plan, relevant document and representations to the independent examiner.</li> <li>● The independent examiner may consider that a public hearing is necessary. It is at the examiner's discretion to determine the format and scope of the hearing and who is invited to speak.</li> <li>● Following examination, the examiner issues a recommendation to the Council and qualifying body/designated neighbourhood forum.</li> <li>● If the Council is satisfied that the Plan meets the basic conditions, the plan proceeds to the referendum.</li> </ul>		<p>The Council will:</p> <ul style="list-style-type: none"> <li>● Arrange the public hearing (where required) and inform interested residents and stakeholders who have expressed an intention to attend.</li> <li>● Write to specific, general and all other consultees who may have an interest informing them that the examiner's report has been published.</li> <li>● Publish the examiner's report on the Council's website.</li> </ul>
Stage 6 - Referendum	The qualifying body can raise awareness of the referendum.	<p>The Council will:</p> <ul style="list-style-type: none"> <li>● Make arrangements for the referendum and publishes a notice setting out the relevant</li> </ul>

Key Stages	Opportunities for Engagement - Qualifying body/Neighbourhood Forum	Opportunities for Engagement - Council
		<p>information and associated documents in accordance with legislative requirements</p> <ul style="list-style-type: none"> <li>• Documents will be made available on the Council's website, the Town Hall (Magistrates Court Building) and at all Waltham Forest Libraries.</li> <li>• A person is entitled to vote if at the time of the referendum, they meet the eligibility criteria to vote in a local election for the area and if they live in the referendum area.</li> <li>• Declare the result on the website.</li> </ul>
<p>Stage 7 - Making the Neighbourhood Plan</p> <p>If more than 50% vote in favour, the Council 'makes' the plan via Council resolution.</p>		<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish the Neighbourhood Plan, Adoption Statement and other supporting documents (where relevant) on the Council's website, at the Council's offices (Magistrate Court Building) and at all Waltham Forest Libraries.</li> <li>• A copy of the adoption statement will be sent to specific, general and all other consultees who may have an interest.</li> </ul>

## 5 Community Infrastructure Levy & Article 4 Directions

### 5.1 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that local authorities can choose to support the development of their area by funding the provision, improving, replacement, operation or maintenance of infrastructure. CIL is set, not calculated, as a price per square metre based on the type of development and in accordance with the published CIL Charging Schedule for that area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities, in accordance with the authorities Regulation 123 List.

**5.1.1** Regulations 15 and 16 of the Community Infrastructure Regulations 2010 (as amended) requires local authorities to undertake a clearly defined procedure prior to adopting or when seeking to amend a CIL Charging Schedule. In accordance with the regulations, the Waltham Forest Community Infrastructure Levy Charging Schedule took effect on 15th May 2014. Subsequent review of this document (if necessary) will be undertaken in due course. In preparing the CIL document, the Council must demonstrate an infrastructure funding gap. Charges are based on the type of new development set out in a charging schedule.

**5.1.2** Consultation must be undertaken on the proposed charging schedule. The CIL Draft Charging Schedule and relevant documents must then be submitted to the Secretary of State for public examination by an appointed examiner. The key stages as set out in the table below are as follows:



- Preparation stage - this involves the Council developing a range of evidence to support the document. This may involve informal consultation with relevant stakeholders and interested parties such as developers and other service providers to gain views on matters to take into account when setting the CIL.
- Consultation stage - the Council must first consult on a preliminary draft charging schedule, based on the evidence collected. Stakeholders, interested bodies and the wider community will be consulted. Any representations made will be considered and amendments made to the Preliminary Draft Charging Schedule (PDCS), where required. A summary of consultation responses will be produced. The Council will then publish a final Draft Charging Schedule (DCS) on which representations can be made prior to its submission for an independent examination. This consultation will be for a minimum of four weeks.
- Examination and Adoption stage - The CIL document (including its charging schedule) will be sent to the Secretary of State with relevant supporting information to be examined. An independent Examiner will carry out an assessment into its 'soundness'. Objectors to the document may be allowed to appear at the examination. Recommendations

suggested in the Examiner's Report may be binding on the Council. If there are significant issues, the Council may be required to withdraw the charging schedule and re-submit a revised version to a fresh examination.

**5.1.3** The Council will also consult on any proposed amendments to its adopted Regulation 123 List, which sets out the infrastructure that is likely to be funded through CIL. Items on the Regulation 123 List cannot be funded by planning obligations (Section 106).

**5.1.4** Consultation Process:

**Table 5.1**

Stage	Community Involvement
Preparation of Preliminary Draft Charging Schedule	<ul style="list-style-type: none"> <li>• Copy of the preliminary draft charging schedule will be available for inspection at the Council offices, Libraries and published on the Council's website.</li> <li>• Public notice in local newspaper</li> </ul>
Consultation on Draft Charging Schedule	<ul style="list-style-type: none"> <li>• Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure will be published on the Council's website and made available for inspection at the Council offices and local libraries.</li> <li>• Public notice in local newspaper.</li> <li>• Minimum of four weeks consultation period.</li> <li>• Consultation report to be published on the Council's website.</li> </ul>
Withdrawal of a draft charging schedule	<ul style="list-style-type: none"> <li>• Publish statement on the Council's website</li> <li>• Place notice in the local newspaper</li> <li>• Remove the draft charging schedule from the Council's website, the Council offices &amp; libraries.</li> </ul>
Submission of documents and information to the Examiner	<ul style="list-style-type: none"> <li>• Notice to be sent to those who requested to be notified about the submission of the draft charging schedule.</li> </ul>
Publication of Examiner's recommendations	<ul style="list-style-type: none"> <li>• Copy of the Examiner's recommendations to be made available for inspection at the Council offices, Libraries and published on the Council's website.</li> <li>• Notice to be sent to those who requested to be notified of the Examiner's recommendations.</li> </ul>

Stage	Community Involvement
Approval and publication of an adopted CIL Charging Schedule	<ul style="list-style-type: none"> <li>• Publication of the adopted CIL Charging Schedule and making it available for inspection at the Council offices, Libraries and on the Council's website.</li> <li>• Notice by advertisement in local newspaper of the approval of the charging schedule.</li> <li>• Copy of the charging schedule to be sent to each of the relevant consenting authorities.</li> </ul>

### 5.1.1 Community Infrastructure Levy: Neighbourhood Portion

#### 5.1 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that local authority's can choose to support the development of their area by funding the provision, improving, replacement, operation or maintenance of infrastructure. CIL is set, not calculated, as a price per square metre based on the type of development and in accordance with the published CIL Charging Schedule for that area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities, in accordance with the authorities Regulation 123 List of preferred infrastructure projects.

**5.1.1.1** As set in CIL 2010 as amended at least 15% of funds received through the levy must be spent on projects that have taken account of the views of the communities in which development is taking place. This neighbourhood portion can be spent on a wider range of projects to support development, including those related to infrastructure, but also anything else concerned with addressing the demands that development places on an area.

**5.1.1.2** Where a neighbourhood plan is made, the neighbourhood portion of CIL raises from 15% to 25% of revenues arising from development taking place in that area. Although this amount has to be spent on local priorities it is usually the Council that holds the end CIL funds and not the neighbourhood forum.

**5.1.1.3** The Council will engage with communities on a regular basis to understand the pressures development is placing on their area as well as any proposed amendments to the allocation and governance of end CIL receipts.



## 5.2 Article 4 Directions

### Confirmed Article Four Directions in the Borough

Article 4 Directions are issued by Local Planning Authorities in circumstances where specific control over development is required, primarily where the character of an area would be threatened. It removes permitted development rights so as to require planning permission where such was previously not required. In Waltham Forest, Article 4 Directions currently apply in some Conservation Areas. A non-immediate Article 4 Direction on Houses in Multiple Occupation (HMO's) is applicable throughout the borough from September 2014, whilst another was established in November, 2016 for light industrial uses. Additionally, in February, 2018 a non-immediate Article 4(1) was provisioned for offices falling within Class B1(a), which applies to Walthamstow town centre, designated employment areas and district and neighbourhood centres as opposed to the whole borough. Finally, from 24th July, 2018 another Article 4(1) will come into force in regards to shops. Once an Article 4 Direction is made and confirmed, it remains in force indefinitely, unless it is cancelled or modified by a further Direction. Further information is published on the Council's [Article 4 Directions](#) web page.

**5.2.1** Certain works that would normally require planning permission are 'permitted' by the Town and Country Planning General Permitted Development Order (GPDO). This main reason why such works are 'permitted' is because they are of a scale or type that is generally not likely to have an unacceptable impact. The GPDO sets out classes of development for which a grant of planning permission is automatically given. For example, it is permitted development to change a house (Use Class C3) into an House of Multiple Occupation (Use Class C4). The Town and Country Planning (General Permitted Development) (England) Order 2015 covers the whole of England and thus does not take account of local sensitivities.

**5.2.2** An Article Four Direction (A4D) is used to therefore restricts the scope of permitted development rights either in relation to a particular area or site, or a particular type of development anywhere in the authority's area. For example, an A4Ds are used to control works that could threaten the character of an area of acknowledged importance, such as a conservation area. An A4D does not necessarily prevent the development to which it applies, but instead requires that planning permission is first obtained from the Council for that type of development.

**5.2.3** If the Council proposes to introduce an A4D they have to follow a statutory process which is set out in Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015. For all A4Ds, the legal requirement is that the Council be satisfied that it is expedient that development that would normally benefit from permitted development rights should not be carried out unless permission is granted for it on an application. Government guidance states that in deciding whether an A4D would be appropriate, the Council should identify clearly the potential harm that the direction is intended to address and that there should be a particularly strong justification (evidenced) for the withdrawal of permitted development rights relating to a wide area.



- **Stage 1 - Propose the Introduction of the Article Four Direction** - The Council has to give notice of the introduction of the A4D. The Council will receive representations during a statutory minimum 6 week consultation period.
- **Stage 2 - Confirmation of the Article Four Direction** - After considering the representations received during the consultation period the Council then decides whether to proceed and confirm the A4D. If Confirmed the Council has to give notice of the A4D confirmation.

**Table 5.2**

<b>Introduction and Confirmation of an Article 4 Direction</b>	<b>Community Involvement</b>
Stage 1: Propose the Introduction of the Article Four Direction	<p>At this stage the Council will perform a public consultation and undertake the following statutory measures:</p> <ul style="list-style-type: none"> <li>• published a notice in a local newspaper,</li> <li>• to posted the notice at no fewer than two locations within the area to which the direction relates;</li> <li>• send individually a copy of the notice on every owner and occupier within the area to which the direction relates unless it is impracticable to do so;</li> <li>• in addition, the notice and order (plus evidence base) will be on the Council's website; and</li> <li>• the Council also need to notify the Secretary of State.</li> </ul>
Stage 2: Confirm the Introduction of the Article Four Direction	<p>At this stage the Council will fully consider consultation responses before deciding whether or not to confirm and will undertake the following statutory measures:</p> <ul style="list-style-type: none"> <li>• published the confirmation notice in a local newspaper;</li> <li>• to post the confirmation notice at no fewer than two locations within the area to which the direction relates;</li> <li>• send individually a copy of the confirmation notice to every owner and occupier within the area to which the direction relates unless it is impracticable to do so;</li> </ul>

Introduction and Confirmation of an Article 4 Direction	Community Involvement
	<ul style="list-style-type: none"> <li>• in addition, the conformation notice and order will be on the Council's website; and</li> <li>• the Council also need to notify the Secretary of State that the A4D has been confirmed.</li> </ul>

## 6 Community Involvement in Planning Applications

### 6.1 Introduction

**6.1.1** As a planning authority the Council are responsible for deciding whether a development – anything from an extension on a house to a new shopping centre – should go ahead. Opportunities exist for the community and stakeholders to get involved in this process at the pre-application, application, and appeal stages.

**6.1.2** Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out how the Council meets and exceeds these requirements through the development management process, and also the role of the developer in engaging with the local community.

### 6.2 The Developer's Role

**6.2.1** In accordance with the Localism Act 2011 and the National Planning Policy Framework (NPPF), the Council encourages developers to give local people advance warning of their intention to apply for planning permission. The aim here is that the community is involved at the earliest possible stage before the developer firms up their proposals. This can often reduce the time taken to determine an application.

**6.2.2** For small-scale development proposals, applicants should speak to nearby neighbours about their plans. For larger scale development proposals, the Council expects developers to engage with relevant stakeholders, including the local community and Ward Members. Effective techniques for more controversial schemes could include public exhibitions and workshops. The Planning Case Officer will advise the developer of the Council's expectations in terms of the level and scale of consultation expected for individual schemes, on the basis of site-specific circumstances.

**6.2.3** Developers will be asked to provide information on all community engagement they have undertaken on the proposal, along with an explanation of how issues raised have been taken into account. This information will be considered by the Council when determining the planning application.

#### **Planning Performance Agreements**

In the case of more complex major proposals it may be appropriate for the developer to enter into a Planning Performance Agreement with the Council. These provide a project management framework for schemes that are expected to exceed the Government's target of 13 weeks (for determination of the planning application). They set out commitments for both parties on matters such as the gathering of information, consideration of development options/formulation of designs, and expectations on the developer in terms of community engagement.

### 6.3 Pre-application Stage

**6.3.1** The Council strongly encourages developers to discuss their proposals with Planning Officers before submitting an application. This can help confirm if the principle of development is acceptable, and clarify what detailed information the Council will need to determine an application. It also provides an opportunity for Planning Officers to advise the developer of what level of public consultation is expected.

**6.3.2** The Council's Duty Planning Officer can be contacted for advice on any development proposals on any weekday between 9am and 5pm. For household advice, you can submit a pre-application form and expect a full written response within eight weeks, or arrange an informal pre-application appointment with a planning officer. For advice on small and medium proposals, a planning officer will contact you within 10 working days of you submitting a request form to discuss how to proceed. Additionally, for advice on major proposals, the Council offers three different advice services; a concept meeting made by pre-arranged appointment, pre-application advice and/or a planning performance agreement service. Staff are also available to speak to at the Magistrates Building, Waltham Forest Town Hall Complex, Forest Road, E17 4NX (wheelchair accessible), any weekday between 9am and 4pm.

**6.3.3** For more detailed advice, the Council also offers a comprehensive pre-application service. Advice provided includes:

- A policy assessment;
- A meeting with a planning officer to discuss the proposal where necessary; and
- A formal written comment on the proposal within an agreed timescale.

**6.3.4** This service is subject to a charge that is calculated according to the size of the development. Further details can be found on the Council's website at: [www.walthamforest.gov.uk/Pages/Services/planning-pre-application-advice](http://www.walthamforest.gov.uk/Pages/Services/planning-pre-application-advice)

### 6.4 Application Stage

#### Permitted Development Rights

Since 6 April, 2018, amendments to the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2018 allowed for extended permitted development rights in regards to agricultural buildings. Under new legislation, the following agricultural building conversions are permitted: up to five small houses with a maximum floorspace of 100 square metres; up to three large houses with a maximum floorspace of 465 square metres; or a combination of both up to a total of five houses of which no more than three may be large houses. In such cases, developers should submit a Prior Approval Notification to the Council as opposed to a planning application.

**6.4.1** When a planning application is required, and one has been received and validated, a range of publicity and consultation methods are used by the Council to ensure that stakeholders and the community have the opportunity to comment on the proposed development. Methods commonly used are outlined below:

**6.4.2** Weekly list - a weekly list of registered planning applications is posted on the Council website so that anyone with access to a computer (e.g. at home, the borough's libraries or at internet cafes) can view it. The weekly list is particularly helpful for local societies and groups that wish to keep a track of new applications proposed in their area.

**6.4.3** Viewing the application - applications are available for inspection at the main planning office at the Waltham Forest Town Hall Complex. They are also made available to view and comment on through the Council's website. For major applications that the Council expects to generate wide public interest, a dedicated web page is set up where all application material can be viewed, alongside guidance on how to comment on the application.

**6.4.4** Neighbour notification letters - on a site by site basis, all neighbours the Council considers likely to be directly affected by a proposal are notified of the application by letter; giving them 21 days to comment. Some applications are not publicised in this way (for example, Lawful Development Certificates) because they deal with factual matters, rather than decisions about the merits of a proposal. In agreement with new General Data Protection Regulation, neighbourhood notification letters are accompanied by guidance notes on how to comment on a planning application, an equality monitoring form, and an interpreting and translation assistance sheet.

**6.4.5** Site and press notices - Certain types of planning application are publicised in the statutory notices section of the local newspaper (usually Waltham Forest News) and by notice posted on/or near the site. These notices provide details of the development proposal, and how to comment on the application. Usually the applications that would be subject to a site or press notice are those that have an Environmental Impact Assessment, would affect a public right of way, are major developments (10 dwellings or more or 1000m<sup>2</sup> of commercial floorspace), affect a listed building or its setting, affect a conservation area, are a departure from the development plan, or are of wide public interest.

**6.4.6** Letters to statutory and general consultees - the Council will write to statutory consultees and other organisations that may want to comment on an application, giving 21 days to comment. The nature of the application will determine who is a statutory consultee under planning legislation. For example, the Environment Agency is a statutory consultee for applications in a flood zone, and Historic England is a statutory consultee for applications affecting a listed building. For conservation areas and listed buildings, Waltham Forest Civic Society and organisations/groups that have an interest in these areas will be consulted.

**6.4.7** The list below provides examples of the statutory consultees (not exhaustive) for planning applications:

Canal & River Trust	Greater London Authority
Environment Agency	Natural England
Highways Agency	Rail Network Operators
Historic England	Sport England
The Gardens Trust	Theatres Trust
Health and Safety Executive	

**6.4.8** Hard to reach groups - the Council will consider how to engage with 'hard to reach' groups, which will include, where relevant, consultation with key stakeholders from voluntary, business and community organisations. This could include alternative methods to written consultation; such as face-to-face meetings or workshops.

### **Amended Plans**

**6.4.9** The Council decides whether amended plans need to be given publicity on the individual circumstances of each case. Any amendments that will significantly affect the appearance or layout of a proposal would generally follow the same procedure as that for the original application except that only 14 days rather than 21 is allowed for comments to be made.

### **How to Make Comments on an Application**

**6.4.10** Comments on planning applications can be made online, by email, or in writing. All comments must include the name and address of the author, and anonymous comments cannot be considered.

**6.4.11** All comments received are public documents and will be available to view online. They cannot be kept confidential, although personal information such as signatures, email address, postal address, and phone numbers, are removed.

**6.4.12** Further details of how to comment on applications are available online at: <https://walthamforest.gov.uk/content/comment-planning-application-0>

## **6.5 Decision Stage**

### **Delegated/ Committee Decisions**

**6.5.1** Developments that meet certain criteria as set out in the Council's Constitution will be determined by the Council's Planning Committee with most minor planning applications being dealt with under delegated powers by a senior planning officer of the Council.

**6.5.2** Members of the public have the right to speak in relation to an application at Planning Committee. Rules for public speaking are set out in 'London Borough of Waltham Forest Planning Code of Practice (2012)'.



### **Letting People Know the Decision**

**6.5.3** Applicants or their agents will receive a decision notice, which sets out if planning permission has been granted, along with any conditions, or reasons for refusal and information on the right to appeal.

**6.5.4** For people that have provided consultation responses to an application, once a decision has been made on the application, they will be informed of the decision. The Council aims to do this within five working days of the decision being made. The decision will also be published on the [Council's website](#)

**6.5.5** With all decisions on planning applications a customer questionnaire accompanies all notification letters to objectors and applicants/agents.

## Appeals

**6.5.6** If an applicant lodges an appeal against the refusal of planning permission, or conditions attached to any permission that they feel are unacceptable, any public comments on the original planning application will be referred to the Planning Inspectorate. The Council will again consult all those previously consulted as well as any objectors/supporters not originally notified by letter. A further opportunity will be given to consultees to comment on the appeal or attend any hearing or public inquiry in person to give evidence. Appeal documents are generally open to public inspection.

## 6.6 Enforcement

**6.6.1** The Council has produced its own Planning Enforcement Policy. This helps people understand how planning enforcement works, how to make a complaint, and sets out the timescales for investigations and subsequent action. Enforcement investigations generally follow a written, complaint. The investigation file is a confidential document not available for public inspection and the complainant's details are not revealed to other parties.

**6.6.2** During the enforcement process complainants are encouraged to let us have as much information as possible, including photographs where appropriate. In certain cases, the person who complains will be asked to complete a 'record of events' form to help inform a decision on whether the use is unauthorised. Such information can be invaluable and may help speed up the process of determining whether there is a breach of planning control. During the process of investigation the Council aims to keep residents informed when there are substantive developments as the case progresses.

**6.6.3** If an appeal is lodged against an enforcement notice, the Council will notify anyone who informed us of the matter and ask if they wish to submit additional information or appear at an inquiry or hearing, to support the Council's case. A similar request may be made in relation to any court proceedings.

**6.6.4** The Council will keep residents informed at key stages of court proceedings.



## 7 Personal Privacy

### 7.1 GDPR Planning Policy Privacy Notice

**7.1.1** In accordance with the Council's obligations under both the General Protection Act 2018 and General Data Protection Regulation (GDPR) 2018, the Council has prepared a privacy notice which explains what to expect when the Council collects personal data in carrying out its statutory planning duties. This information will apply to data processed electronically and/or on paper. A full statement of the [Privacy Notice](#) is published on the Council's website.

#### Personal data

**7.1.2** Personal data refers to any information relating to a living person or 'data subject' that can be used to directly or indirectly identify the person. In order to deal with planning policy matters appropriately, our planning department collects various kinds of personal information, which may include:

- Basic personal information such as your name, address, telephone number, email address
- Other personal details provided in support of an application, which may include sensitive personal data

#### Why do we collect and process your personal data?

**7.1.3** Our purpose in collecting and using data is to operate as a statutory body when undertaking a public task. Most commonly, we collect and process personal data about you (where applicable):

- To help service delivery in the production of Local Plans and Neighbourhood Plans
- To meet statutory requirements e.g. reporting to Government, public registers
- For research including consultations
- Writing reports and making decisions

#### Who do we share your information with?

**7.1.4** Following collection of your personal data by the Council, it may be used by other Council departments where appropriate, in order to provide a complete service to you.

**7.1.5** If you fail to provide the personal data, the Council may not be able to deliver accurate services to you and may also take action if it is required to do so by law.

#### Where is your information stored?

**7.1.6** Waltham Forest Council does not process your personal information with third countries outside of the UK or EU zone without safeguards being established that are equivalent to the UK Data Protection legislation or the GDPR.

## Your Rights

**7.1.7** Waltham Forest Council will process your information in accordance with your personal rights under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. You can find out more about your rights on our [Data Protection Page](#), which includes a range of details on how to manage your privacy, request data and complain to the information commissioner. If you have any concerns regarding the Council's data privacy, information can be obtained via email at [Information.Officer@walthamforest.gov.uk](mailto:Information.Officer@walthamforest.gov.uk).

## 8 Monitoring & Review

This Statement of Community Involvement (SCI) will be monitored regularly to ensure methods are kept up to date and are relevant to the local community. Changes to the document will be made in the following circumstances:

- where changes to planning legislation or government guidance affect consultation procedures and requirements;
- where in the light of experience and feedback from community involvement exercises, changes are necessary to improve arrangements;
- where the Council makes new arrangements for community engagement, which are not reflected in the existing SCI;
- the need to reflect examples of best practice emerging from elsewhere in the country.

**8.0.1** A process of continuous evaluation is the best way to achieve effective consultation. Evaluation will provide information on what worked, what did not work and why. In carrying out monitoring, the Council will ensure that systems are in place to monitor and evaluate the effectiveness of the consultation process and the extent to which methods remain fit for purpose. Feedback from consultation exercises will be used to evaluate the methods and approaches proposed. Alternative techniques will be evaluated in terms of cost effectiveness and availability of resources to implement.

**8.0.2** The need for revising the Statement of Community Involvement will be assessed every 3-5 years. In making this decision, the circumstances listed above will be taken into consideration. In particular, regard will be given to any emerging best practice guidance and/or changes in legislation since the adoption of the SCI.

**8.0.3** This document is particularly important for the plan preparation process. At the examination stage, the Planning Inspector checks whether the submitted development plan has been positively prepared and is compliant with the requirements of the SCI. Accordingly, as part of the monitoring process, a statement of compliance with the SCI will be prepared as part of the self assessment process which is submitted to the Secretary of State.

**8.0.4** Any necessary changes to the SCI will be noted for review and will be reported through the Council's Annual Monitoring Report.

## Glossary

**Disclaimer** - The Glossary is neither a statement of law nor an interpretation of the law, and is only an introductory guide to planning issues. It should not be used as a source for statutory definitions or interpreted as legal advice. Please visit [Planning Portal](#) for more planning terms.

**Adoption** – Development Plan Documents and the Statement of Community Involvement are described as being adopted when they have been through an independent examination. When they are adopted by the Waltham Forest Council they come into force. Supplementary Planning Documents are adopted by Waltham Forest Council but do not have to go through independent examination first.

**Area Action Plan (AAP)** – A Development Plan Document which will be used to provide a planning framework for areas where changes are envisaged.

**Community Infrastructure Levy (CIL)** – A levy allowing local authorities to apply a charge on new developments in their area to finance the provision of infrastructure.

**Community Strategy** – The long-term vision for Waltham Forest which provides the framework for regeneration and service improvement. All Council policies and strategies must comply with the Community Strategy.

**Core Strategy** – A key Development Plan Document which sets out a long term spatial vision for Waltham Forest through strategic policies.

**Development Plan** – At a local level the development plan encapsulates Waltham Forest Council's planning policies for the future development of Waltham Forest and forms the basis for decisions on planning applications. This includes adopted Local Plans, neighbourhood plans and the London Plan.

**Development Plan Documents (DPD)** – Spatial planning documents that together with the London Plan form the Development Plan for Waltham Forest Council. They are subject to independent examination before adoption. These include the Core Strategy, the Development Management Policies Document, Area Action Plans, and the Site-Specific Allocations Document. There is also be an adopted proposals map which illustrates the spatial extent of policies. Once adopted, development control decisions must be made in accordance with Development Plan Documents unless material considerations indicate otherwise.

**Evidence Base** – The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Development Documents, including physical, economic, and social characteristics of an area.

**Independent Examination** – Presided over by a Planning Inspector or Panel of Inspectors appointed by the Secretary of State; this can consist of hearing sessions, or consideration of written representations to consider whether the policies and proposals of the local planning authority's Development Plan Document are sound.

**Local Development Documents** – These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan).

**Local Development Scheme (LDS)** – Sets out the timetable for preparation of Local Development Documents.

**Local Plan** – The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. The Council's Core Strategy and Development Management Policies Document form part of the Local Plan.

**London Plan** – The Mayor of London is responsible for producing a new planning strategy for the capital. This replaces the previous strategic planning guidance for London (known as RPG3), issued by the Secretary of State. The London Plan is the name given to the Mayor's spatial development strategy.

**National Planning Policy Framework (NPPF)** – A document setting out the Government’s national planning requirements, policies and objectives. It replaces much of the national advice previously contained within Planning Policy Statements, Planning Policy Guidance, and Circulars. The NPPF is material consideration in the preparation of LDDs and when considering planning applications

**Neighbourhood Plan** – A duty under the Localism Act 2011 which gives authorized local community organisations the power to prepare a development plan for their area. This plan could include general planning policies and allocations of land for new development.

**Planning and Compulsory Purchase Act 2004** – The legislation which introduced the new development planning system based on Local Development Frameworks.

**Planning Inspectorate** – A government body who carry out examination of Development Plan Documents and the Statement of Community Involvement to assess their soundness.

**Review** – The process following the Annual Monitoring Report where the effectiveness of a Local Development Document or individual policy is judged and a decision is taken to retain, modify or replace the policy or document.

**Scoping Report** – The purpose of this Report is to describe the methodology and scope of the appraisal work to be conducted and to begin the process of collating information on relevant plans and programmes, as well as baseline information relating to Waltham Forest.

**Site Specific Allocations and Policies** – A Development Plan Document identifying sites for specific types of land use and any requirements related to them.

**Spatial Development** – Changes in the distribution of activities in space and the linkages between them in terms of the use and development of land.

**Stakeholder** – Anyone with an interest in Waltham Forest’s development. This includes professionals and the community.

**Statement of Community Involvement** – The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.

**Statement of Compliance** – A report or statement issued by local planning authorities explaining how they have complied with their Statement of Community Involvement during consultation on Local Development Documents.

**Supplementary Planning Documents (SPD)**– A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

**Sustainability Appraisal** – An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

**Test of Soundness** – A Development Plan Document is considered sound if it is based upon good evidence and has been prepared in accordance with all the necessary procedures including the measures set out in the authority's Statement of Community Involvement.