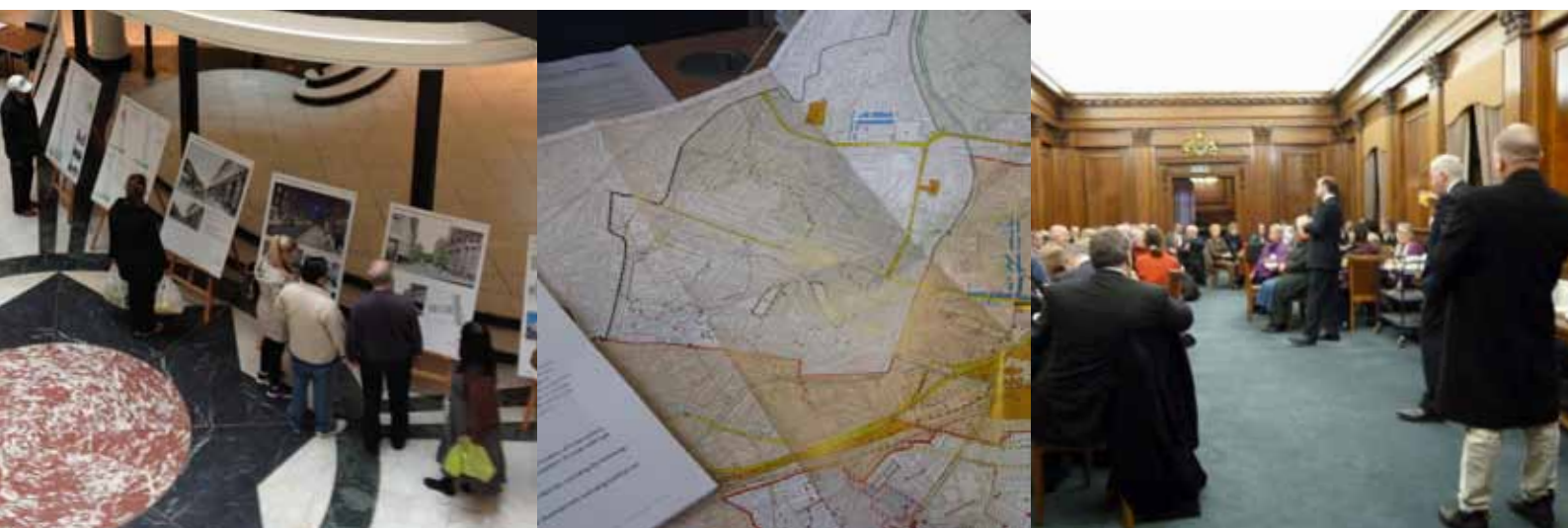


# Statement of Community Involvement in Planning



Adopted June 2014



City of Westminster

**This document can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please telephone: (0207 641 6063) or email [ldf@westminster.gov.uk](mailto:ldf@westminster.gov.uk)**

## **Foreword**

One of the Council's priorities is to ensure that everyone in Westminster feels more involved in their local community, and in the decisions that affect their neighbourhoods – particularly by making sure that residents and businesses have a greater role in the policies and actions taken by the Council itself. Planning policies, and the decisions on individual applications, play a vital role in shaping the City and ensuring all its people enjoy a good and improving quality of life. Not only is it right that all those affected by them should have a say, but the comments and information the Council gets back can often help improve the outcome.

The Statement of Community Involvement (SCI) is a document the Council is legally required to publish to explain how we will inform, consult and involve the community in drawing up planning policy documents, such as Westminster's City Plan and Supplementary Planning Documents (SPDs) and for Development Planning for consultation on planning applications and appeals.

The Council published its first SCI in 2007. Since then there have been some important changes to planning law, and the Council has responded to the flexibilities brought in by deciding to work towards having a single City Plan containing both strategic policies and the more detailed ones dealing with implementation. There have also been changes to the Council's IT system which meant that some of the contact details had to be updated. As a result, we are now consulting on a new SCI.

The new SCI will be expanded to explain the engagement processes that we will use in the Council's work on neighbourhood planning under the Localism Act 2011 and in setting our community infrastructure levy. We hope this will mean it is more than just a legal document, and more of a key resource for those interested in the local planning process.

**Councillor Robert Davis DL**  
**Deputy Leader, Westminster City Council**  
**Cabinet Member for Built Environment**

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## **The Uniqueness of Westminster**

Westminster is one of the most recognised places in the world. Many of Westminster's attractions and functions are emblematic of London itself, if not the UK as a whole. It is a highly developed, diverse, fluid and complex place, with more than one million people living, working or visiting Westminster every day.<sup>i</sup> This complexity is part of what makes Westminster so unique but also adds to the challenge of defining 'our community' and how it can be best reached.

### **A large and complex economy**

One in 40 workers in England works in Westminster and the city is responsible for 2.2% of UK national output.<sup>ii</sup> Westminster has 50,100 businesses, which is the single largest number of businesses of any London borough.<sup>iii</sup> There is a diverse range of businesses from global corporations to start-ups. However, the majority of Westminster's businesses are small, with 85% of VAT registered businesses having fewer than ten employees.<sup>iv</sup> In 2011 6,630 new businesses were created and 4,880 businesses dissolved, adding to the fluidity of the economy.

### **A diverse and fluid population**

Westminster has a resident population of 223,853.<sup>v</sup> The majority of residents have lived here for between 3-10 years and the population 'churns' at approximately 30% each year,<sup>vi</sup> although this is even higher in some parts of the city. Westminster has a very international population, with 53% of residents born outside the UK (the 3<sup>rd</sup> highest in London)<sup>vii</sup> and 74 different languages spoken.<sup>viii</sup> Comparatively Westminster contains a high proportion of second homes. It has the second highest median house prices in London, while at the same time having one ward with the highest proportion of children living in income deprived households in England.

### **A global destination**

Westminster is at the heart of London's visitor economy with an unrivalled range and combination of visitor attractions, hotel accommodation and internationally renowned arts, culture and entertainment venues. More than 28 million people visit Westminster each year. The evening population is estimated to be around 400,000 people and in some wards the night-time population is five times more than the resident population.<sup>ix</sup>

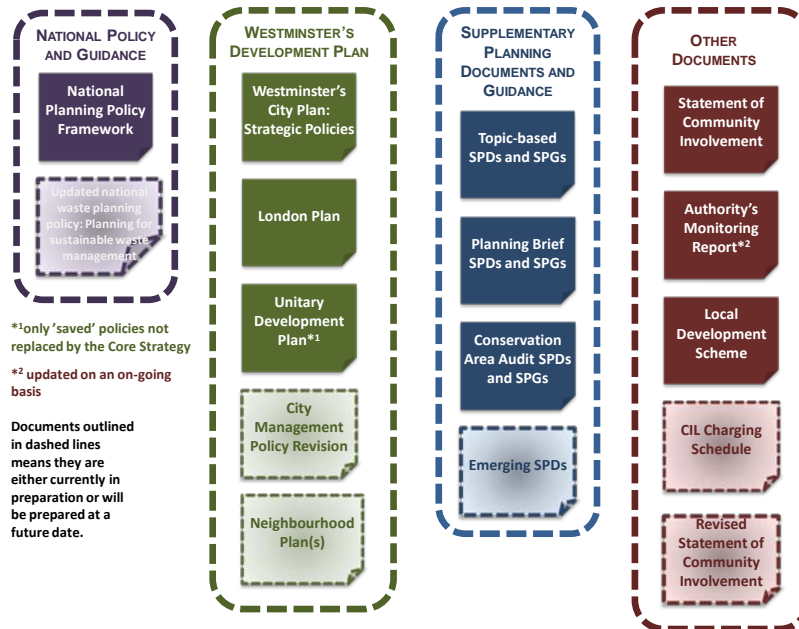
## 1. Introduction

- 1.1 In 2007 the Council adopted its Statement of Community Involvement (SCI). However there have been a number of changes to both planning legislation/policy and technological advances which have changed the way public consultation is carried out which mean that this document now requires an up-date. In accordance with the relevant legislation this revised SCI sets out how, when and who will be consulted throughout the preparation of local development and other statutory planning documents prepared by the Council and in dealing with planning applications and appeals. The local development documents in Westminster are Westminster's City Plan (the local plan) and Supplementary Planning Documents (SPDs). The Council also produces other strategic planning documents from time to time and the principles set out in this document will be applied to these where appropriate.
- 1.2 In addition to the strict legislative interpretation of what should be included in an SCI, this document also sets out the principles for consultation on Neighbourhood Planning and the Community Infrastructure Levy (CIL), which are part of which the Council terms 'Westminster's Planning Policy Framework'.
- 1.3 Planning helps shape the places and spaces where people live, work, are educated and visit and it is therefore essential that they have an opportunity to take part in the process. Westminster's community is made up of many different groups including residents, students, service providers, businesses, workers and visitors to the city, with a wide range of often disparate views. The impact of planning policy may also reach beyond the boundaries of Westminster. The duty to co-operate, set out in Section 33A of the Planning and Compulsory Purchase Act 2004, and added to by the Localism Act (2011) establishes a legal principle of co-operation with neighbouring boroughs, the Mayor of London and other authorities and agencies when reviewing policy.
- 1.4 The SCI has been prepared under the Planning and Compulsory Purchase Act 2004 (as amended), the Localism Act 2011, The Town and Country Planning (Local Planning) (England) Regulations 2012, the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the National Planning Policy Framework 2012.

## 2. Westminster's Policy Framework

- 2.1 The following section sets out information on those documents which form Westminster's Policy Framework.<sup>x</sup>

### WESTMINSTER'S POLICY FRAMEWORK



### The Local Plan: Westminster's City Plan

- 2.2 The City Council, as a Local Planning Authority is required to prepare statutory planning policy documents. The National Planning Policy Framework (NPPF) published in March 2012 is a concise statement of national policy replacing previous planning policy statements (PPS's) including PPS12, which dealt with local spatial plans.
- 2.3 The NPPF states that each Local Planning Authority should produce a local plan<sup>xi</sup> and the government has indicated that it will make this a legal requirement. The Local Plan is key to delivering sustainable development that reflects the vision and aspirations of local communities.<sup>xii</sup> The Local Plan for Westminster must also be in general conformity with the London Plan.
- 2.4 The NPPF emphasises the importance of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses in plan preparation. It states that a wide section of the community should be proactively engaged to ensure local plans reflect, as far as possible, a collective vision and a set of

priorities for the sustainable development of the area. It also points to the importance of working collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly co-ordinated and clearly reflected in local plans, in line with the statutory duty to co-operate referred to earlier.

- 2.5 The Local Plan for Westminster is called Westminster's City Plan and will eventually include both strategic and more detailed city management policies. Westminster's City Plan: Strategic Policies was adopted on 13 November 2013. This document is based on a review of the previous plan, called the Core Strategy, which was adopted in January 2011.
- 2.6 Westminster's City Plan: Strategic Policies sets out the vision for Westminster up to 2025 and beyond and puts in place a strategic policy framework to deliver that vision. This document is based on a review of the Core Strategy adopted in January 2011 and has been fully reviewed and updated to ensure consistency with the NPPF, and the London Plan published by the Mayor of London in July 2011.
- 2.7 Westminster's City Plan: Strategic Policies is also a spatial expression of Westminster's Sustainable Community Strategy<sup>xiii</sup> with a shared vision for Westminster 'that it will be the best city to live in, work and visit in the UK, a vibrant city with great quality of life, strong, united communities and excellent services, offering real opportunities for everyone to achieve a better future.' This is expressed in Westminster's City Plan: Strategic Policies Spatial Vision 'to make Westminster the foremost world class sustainable city: A city which values its unique heritage and accommodates growth and change to ensure the city's continued economic success while providing opportunities and a high quality environment for residents, workers and visitors alike.'
- 2.8 Work on developing the detailed city management policies began in 2008 and will be ongoing until their inclusion in and adoption of Westminster's City Plan (anticipated late 2015/early 2016). Section 3 of this SCI contains further information on the process, including stages of consultation.

### **The Unitary Development Plan**

- 2.9 Until Westminster's City Plan is adopted to include the city management policies, the 'saved' policies in the adopted Unitary Development Plan (2007) will remain part of Westminster's planning policy framework. The UDP can be found [here](#).

### **Community Governance and Neighbourhood Planning**



- 2.10 Community Governance has an important role in place-making and spatial planning. Legislative changes in 2007 allowed the creation of parish councils in London. The first modern day London Parish Council was established in Queens Park, in north west Westminster. The Localism Act 2011 introduced other additional opportunities for community governance, including through neighbourhood planning.
- 2.11 Neighbourhood planning provides a new opportunity for community groups to shape the future development of their neighbourhood. The carrying out of neighbourhood planning is for the community, represented by the neighbourhood forum, to undertake. The City Council has a statutory duty to support those communities which wish to carry out neighbourhood planning, through the provision of advice and assistance, the completion of statutory 'periods for representations', as well as the holding of the examination and referendum stages of neighbourhood plan production.
- 2.12 Westminster has seen significant interest in neighbourhood planning compared to other London boroughs. Between May 2012 and February 2014, the City Council had received 27 neighbourhood area applications covering 85% of the borough. By January 2014 the City Council had designated 14 of these neighbourhood areas, whilst Mayfair became Westminster's first neighbourhood forum. Community groups in Soho and Westbourne have also applied for neighbourhood forum status.

### **Supplementary Planning Documents (SPDs)**

- 2.13 Supplementary Planning Documents (SPDs) expand on the council's adopted policies to provide more detailed information than can be contained in the policies themselves. They provide detailed guidance to the public, applicants and developers when they are making or commenting on planning applications.
- 2.14 Westminster produces three types of SPDs (sometimes also called Supplementary Planning Guidance (SPGs)): topic-based documents, Conservation Area Audits, and Planning Briefs. All current documents are available to view [here](#).
- 2.15 Supplementary Planning Guidance (SPGs) are older documents which pre-dated the introduction of the Local Development Framework. However, some of the Council's SPGs remain relevant as material considerations for determining planning applications. SPDs are produced with more public consultation than SPGs, and are therefore given greater weight when planning applications are decided.

- 2.16 From time to time the Council also publishes documents about the practical application of its planning policies but which mainly sit outside its policy framework. For example the guidance note on public realm credits.

### **Community Infrastructure Levy (CIL)**

- 2.17 The Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new developments in their area. The money raised is used to support development by funding infrastructure that the council, local community and neighbourhoods require to help accommodate growth. This could include new parks, schools, health centres or public realm improvements. From April 2015,- or at the point a CIL is adopted by a council (whichever is sooner) - it will replace some types of planning obligations
- 2.18 Planning obligations (as secured through Section 106 agreements) will still exist after 2015, but will be more limited in how they can be used. For example, they will still exist for affordable housing and to fund other planning requirements that cannot be secured by the CIL (because they do not involve infrastructure for example). However, once the CIL is adopted authorities will not be able to pool planning obligations from more than five planning obligations for infrastructure that can be funded via a CIL.
- 2.19 It is anticipated that from April 2015 - or soon after - the Council will adopt a local Westminster Community Infrastructure Levy (CIL) that will be chargeable on development in the city.
- 2.20 There are three main stages to the preparation of a CIL Charging Schedule (the legal document setting local CIL rates) before it can be adopted and implemented by the Council, these are: (1) preparing and consulting on a Preliminary Draft CIL Charging Schedule; (2) preparing and consulting on a Draft Charging Schedule; and then (3) submitting the Draft Charging Schedule (with any modifications - which if included are subject to a separate period of consultation) for the independent examination in public.
- 2.21 The Mayor of London is also empowered to charge a CIL for strategic transport and adopted a CIL charging schedule for the whole of London, which applied from 1 April 2012. Westminster City Council, as a London local authority, is required to collect the Mayoral CIL and has put appropriate mechanisms in place to do this. The Mayor of London's CIL Charging Schedule sets out a charge of £50 per square metre in Westminster against all but health and education. Development by charities and

affordable housing do not generally have to pay CIL. The Government is also proposing to exempt residential extensions and self-build housing from CIL.

#### **Authority's Monitoring Report (AMR)**

- 2.22 The preparation of the Authority's Monitoring Report or AMR (formerly the Annual Monitoring Report), is a statutory requirement. It provides an update on the Council's progress in preparing documents in Westminster's Policy Framework, and reports on the extent to which current planning objectives and policies are being implemented. It highlights which policy aims are being achieved and which policies need to be strengthened or refocused where they are not as successful. It highlights key achievements of the council's built environment statutory and non statutory activities that have significantly contributed to the sustainable development of Westminster. The AMR also includes information on the Duty to Co-operate. Westminster's current and past AMRs can be viewed [here](#).

#### **Local Development Scheme (LDS)**

- 2.23 The Local Development Scheme is the Council's 'project plan' setting out what policy documents will be prepared and includes a timetable for their preparation. Updates to the LDS are recorded in the AMR. The LDS can be viewed [here](#).

### 3 The Local Plan: Westminster's City Plan Consultation

#### Progress to date

- 3.1 Alongside the preparation of Westminster's City Plan: Strategic Policies and adoption of this document in November 2013, since 2008 we have been working on drafting the more detailed city management policies. An open approach to involving communities and stakeholders has been taken, in particular through additional (informal) consultation exercises. The consultation stages to date have been as follows:

- [Regulation 18 - Notification of the intent to prepare the plan October/ November 2008 \(Statutory Stage\)](#)
- [Consultation Workshops in the summer of 2009 \(Informal Stage\)](#)
- [City Management Plan Policy Options: January 2011 \(Informal Stage Consultation from January 2011 to March 2011\)](#)
- [City Management Plan Consultation Draft: November 2011 \(Informal Stage Consultation from November 2011 to March 2012\)](#)
- [Regulation 18 – Notification of the intent to revise Westminster's Core Strategy to prepared a single local plan for Westminster](#)

#### Developing Westminster's Local Plan Topic Based Booklets

- 3.2 Although initially the city management policies were going to be in a separate document called the City Management Plan, the NPPF talks about the preparation of a single Local Plan containing both strategic and detailed policies and legislation has been changed to enable this. Once adopted in Westminster, this single document will be called Westminster's City Plan. Given significant changes to market conditions in Westminster and in light of the 2011 Census and other new information, a further round of informal consultation was started in 2013, with the publication of a series of topic based booklets. The booklets build upon the policy approach published in the City Management Plan Consultation Draft November 2011, taking into account previous consultation responses and updating the draft policies to include the most recent data, new evidence and trends. Consultation on individual topic based booklets will enable a focused and engaged discussion on key issues, as opposed to consultation on a full statutory plan document which must cover all issues evenly and with a view to the final legal context it must operate in. It also allows issues to be dealt with on a topic basis,

making the consultation more manageable for consultees. The following topic based booklets have already been subject to consultation:

- Basements
- Mayfair and St James's
- Flood Risk
- Housing Need, Delivery and Quality
- Westminster's Economy
- Food, Drink, Entertainment, Tourism Arts and Culture
- Social and Community uses

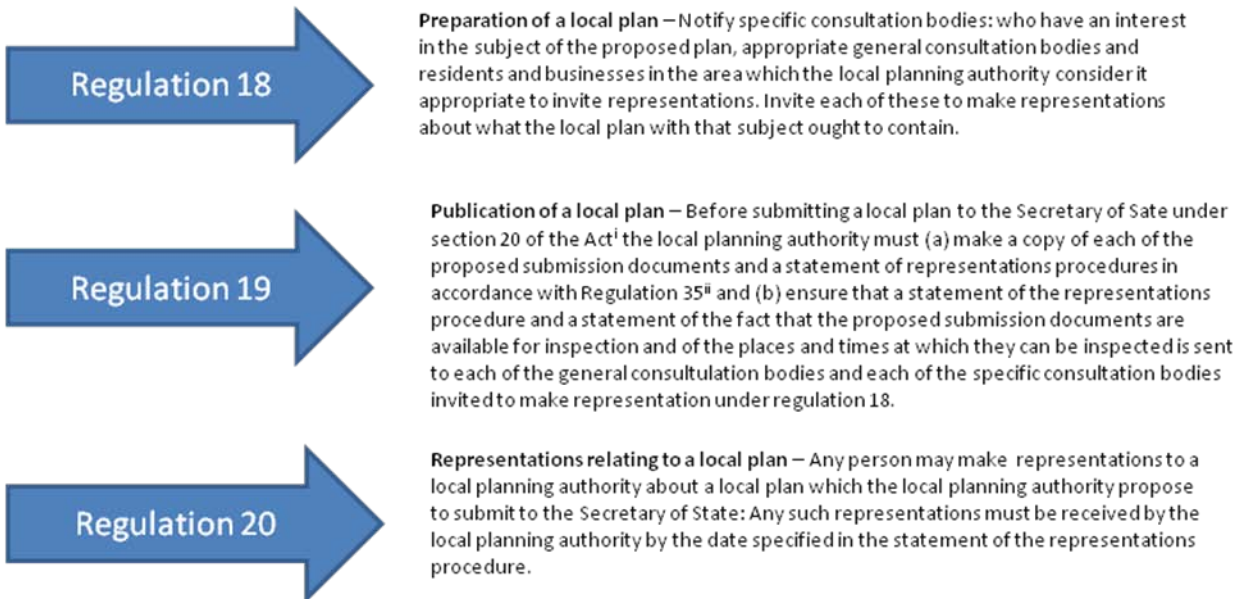
The following booklets (which may be subject to name changes) will be published for consultation throughout 2014.

- Affordable Housing
- Heritage Assets, Views and Tall Buildings
- Design
- Health, Well-being and Personal Safety
- Pollution Control
- Open Space and Green Infrastructure
- Public Spaces and Advertisements
- Transport
- Spatial Strategy and Implementation Issues
- Energy
- Mixed Use

- 3.3 The booklets along with details on how to comment can be viewed on the City Council's [website](#) as they are published. They will also be available for inspection at City Hall reception, 64 Victoria Street, London SW1E 6QP at public libraries or on request by calling 0207 641 2503.

Following this stage and subject to consultation comments and changes to any strategic policies the Council may decide to conduct further informal consultation prior to the publication of the local plan in accordance with Regulation 19.

### **Formal Stages of Consultation as set out in The Town and Country Planning (Local Planning) (England) Regulations 2012**



(i) Section 20 of The Planning and Compulsory Purchase Act 2004 requires that the local plan is submitted to and examined by an independent inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements and whether it is sound. A local planning authority should submit a plan for examination that it considers is 'sound' - namely that it is: Positively Prepared, Justified, Effective, and Consistent with National Policy (paragraph 182 NPPF). Any person who makes representations seeking to change a development plan document must (if they request) be given the opportunity to appear before and be heard by the Inspector appointed to carry out the examination.

(ii) Regulation 35(1) states that a document is to be taken to be made available by a local planning authority when (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office and (b) published on the local planning authorities website.

### **Who do we consult?**

- 3.4 Planning legislation<sup>xiv</sup> requires local planning authorities preparing local plans to consult and notify 'specific consultation bodies', 'general consultation bodies' and residents or other such persons carrying out business in the area, that the Council considers it appropriate to invite representations from.

**Specific Consultation Bodies:**

- 3.5 The Town and Country Planning (Local Planning) (England) Regulations 2012 (The Regulations)<sup>xv</sup> require the following bodies to be notified if the Council considers that they have an interest in the subject of the proposed local plan.

- The Coal Authority
- The Environment Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Adjoining Local Planning Authorities
- Relevant telecommunications companies
- Clinical Commissioning Groups
- Relevant electricity and gas companies
- Thames Water
- The Mayor of London (including TfL)

**General Consultation Bodies:**

- 3.6 The Regulations also require the Council to notify and consult voluntary bodies whose activities benefit any part of the authorities area and other bodies in the local area who represent the interest of different racial, ethnic or national groups; religious groups; disabled persons; and business groups as the local planning authority considers appropriate.

**Westminster's Policy Framework Consultation Database**

- 3.7 In practice, the Council ensures that both general consultation bodies residents and other persons carrying on business in the local area are consulted through Westminster's Policy Framework consultation database. This currently contains contact details for 500 individuals and groups from the following categories:-

- Amenity groups
- Architects, planners and other professions
- Businesses
- Charitable/voluntary organisations

- Community groups
- Conservation and Heritage groups
- Developers
- Disability groups
- Elderly groups
- Disability groups
- Education/children/young peoples groups
- Employment/business interests
- Ethnic minority groups
- Health organisations
- Land owners
- Police and Emergency Services
- Religious groups
- Residents and tenants groups
- Woman's groups
- Local councillors

- 3.8 This database is continually updated as consultations have taken place and as individuals or groups have requested to be included or removed. Any individual or group can register themselves on the database by telephoning 0207 641 2503 or emailing [ldf@westminster.gov.uk](mailto:ldf@westminster.gov.uk)

### **Duty to Co-operate**

- 3.9 To comply with the Duty to Co-operate on planning for sustainable development under Section 33A of the Planning and Compulsory Purchase Act 2004(as amended), the Council has to co-operate with other local planning authorities and other 'prescribed agencies' during the preparation of local plans. This means working 'constructively, actively and on an ongoing basis' on strategic issues having an impact on at least two planning areas.

The prescribed agencies/bodies, with which the Council has a Duty to Co-operate with are set out in the 2012 Regulations.<sup>xvi</sup> and are as follows:

- The Environment Agency
- English Heritage
- Natural England
- The Mayor of London
- The Civil Aviation Authority
- Clinical Commissioning Groups
- The Office of Rail Regulation
- Transport for London and other relevant Highways Authorities<sup>xvii</sup>



- The Marine Management Organisations
- Local Enterprise Partnership (London Enterprise Partnership)
- Local Nature Partnership (All London Green Grid Local Nature Partnership).

### **Partnership work**

- 3.10 The Council is one of a number of organisations working to manage and deliver change across Westminster, and many of Westminster's issues require partnership working with a range of organisations and across local authority boundaries. The Council has a strong record of close and effective partnership working, both formally and informally with other local authorities and stakeholders. The key partnerships currently operating in Westminster are contained in Appendix 1. Some of these operate solely or mainly within Westminster, others provide fora for working across borough boundaries or on a sub-regional basis. These key partnerships are involved by the Council in planning policy preparation and implementation as appropriate.

### **Integrated Impact Assessment (IIA)**

- 3.11 As part of developing Westminster's City Plan all policies will be subject to an Integrated Impact Assessment (IIA). The IIA fulfils the legal requirement for a Sustainability Appraisal and Strategic Environmental Assessment.<sup>xviii</sup> and for an Equalities Impact Assessment. Although not a statutory requirement a Health Impact Assessment has also been included in the IIA, as good practice.
- 3.12 The Council has a statutory duty to consider the equalities impacts of its decisions, which are considered through the assessment of policies in the IIA. The public sector Equalities Duty (section 149 of the Equalities Act 2010) came into force on 5 April 2011 and extended the previous duties to cover the following protected characteristics:

Age, disability, gender reassignment, pregnancy and maternity, race-including ethnic or national origins, colour or nationality, sex and sexual orientation, religion or belief (including lack of belief). Impacts of proposed policies on all of these are considered through the IIA process.

## **4. Neighbourhood Planning – Publicity and Consultation**

- 4.1 The Neighbourhood Planning (General) Regulations 2012 set out the requirements for publicity and consultation in relation to the initial establishment of neighbourhood areas and neighbourhood forums, as well as in relation to the subsequent production of neighbourhood plans and neighbourhood development orders.

### **Establishing Neighbourhood Areas and Forums**

#### **Neighbourhood areas**

- 4.2 Communities wishing to undertake neighbourhood planning need to firstly apply for the designation of the neighbourhood area. The purpose of a neighbourhood area is to provide a geographic delineation of ‘the neighbourhood’ where a potential neighbourhood forum can undertake neighbourhood planning.
- 4.3 The Council will publicise a valid <sup>xix</sup>neighbourhood area application for a period of at least six weeks in order to bring the application to the attention of the local community. A copy of the neighbourhood area application, together with details of how to make representations and the deadline for responses, is published on the Council’s [website](#). The Council will also write (by e-mail and letter) to stakeholders within and adjacent to the proposed neighbourhood area, whilst posters and flyers will be distributed to libraries, sports centres and other City Council buildings within the neighbourhood area, to bring the application to the attention of those who live and work in the area concerned.
- 4.4 In order to decide whether to designate a proposed neighbourhood area, the Council will assess the comments received during the six week ‘period for representations’, in addition to completing an assessment of the appropriateness of the proposed neighbourhood area and its boundaries. The City Council will publicise the decision made through the production of a designation notice, which is published on the City Council’s website and sent to key stakeholders throughout the area.

#### **Neighbourhood forums**

- 4.5 Once a neighbourhood area has been designated, community groups in the area concerned can submit an application to become the representative neighbourhood forum. Neighbourhood forums lead and manage the production of a neighbourhood plan. As set out in the legislation, a neighbourhood forum should be established with the express purpose of promoting / improving the social, economic and environmental

well being of an area. A neighbourhood forum should have open membership of at least 21 people who, live, work or are elected City Council members, from within the neighbourhood area. In addition the neighbourhood forum is required to have a written constitution, setting out how it intends to operate.

- 4.6 The Council will publish the neighbourhood forum application to provide an opportunity for the wider community to provide their views. Like neighbourhood area applications, neighbourhood forum applications are published on the Council's [website](#) and through posters located at libraries, sports centres and other Council buildings. The City Council will also write to all stakeholders in the area. Comments received from the community are an important consideration when the Council makes the decision on whether to designate the neighbourhood forum.
- 4.7 If a neighbourhood forum is designated, a formal decision notice (setting out the reasons for the decision) will be made available on the Council's website, and sent to interested parties throughout the area concerned. As set out in the regulations, the Council is required to publish the name of the neighbourhood forum and area, a copy of the constitution, and contact details of at least one member of the forum.

### **Undertaking neighbourhood planning**

- 4.8 The responsibility for the carrying out neighbourhood planning rests with the neighbourhood forum. Neighbourhood planning can involve the production of a neighbourhood plan and/or a neighbourhood development order (NDO). A neighbourhood development plan is a plan which sets out planning policies in relation to the development and use of land. A neighbourhood development plan sets out policies for the development and use of land for the area concerned. Once formally 'made' it forms part of the statutory development plan for its area (along with Westminster's City Plan and the Mayor's London Plan) and the Council must use it when taking planning decisions within the neighbourhood area. A neighbourhood development order can be used to grant 'planning permission' (either conditional or unconditional) for a specified type of development without the need for a planning application. Whilst an NDO cannot cross neighbourhood area boundaries, it can cover any size of land area, from a single property to the neighbourhood area in its entirety. The process for the production of a neighbourhood plan is very similar to a NDO, and is set out below:

### **Neighbourhood plan preparation**

- 4.9 It is of vital importance that the wider community is involved at all stages of neighbourhood plan preparation. Not only is the plan written by the neighbourhood

forum *on behalf* of the wider community, but that community will also have an opportunity to vote for or against the plan at the later referendum stage (see paragraph 4.18). As part of the process for preparing neighbourhood plans, neighbourhood forums are encouraged to arrange community consultation events to establish the key issues within the area, gather evidence to support the plan, identify and generate options for policies, and to decide on the content of the neighbourhood plan. There are a number of 'basic conditions' that a neighbourhood plan must adhere to. A neighbourhood plan must:

- Have appropriate regard to national policy;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the City Council's strategic policies, contained in the Westminster's City Plan: Strategic Policies and within the London Plan,
- Be compatible with human rights requirements and EU obligations

4.10 In addition, a neighbourhood plan is expected to address local, neighbourhood issues, and also include policies which shape the development of an area in a positive manner, rather than contain policies which restrict and prevent development.

#### **Neighbourhood plan - Pre-submission consultation and publicity**

4.11 Following the production of the neighbourhood plan, it is the responsibility of the neighbourhood forum to undertake the first *formal* stage of consultation on their neighbourhood plan before the plan is submitted to the Council. At this 'pre-submission stage', neighbourhood forums must publicise their proposed neighbourhood plan, as well as details of where and when it can be viewed, and how representations can be made (to the neighbourhood forum). The regulations require the neighbourhood forum to publicise the neighbourhood plan for at least six weeks, and to consult the following bodies 'whose interests the qualifying body considers may be affected by the proposals':

- the Mayor of London,
- a local planning authority, or parish council any part of whose area is in or adjoins the area of the local planning authority,
- The Coal Authority,
- The Homes and Communities Agency
- Natural England,
- The Environment Agency,

- English Heritage (The Historic Buildings and Monuments Commission for England),
- Network Rail Infrastructure Limited,
- The Highways Agency,
- The Marine Management Organisation,
- Relevant telecommunication companies,
- Public Health or Clinical commissioning groups or successor bodies,
- Relevant electric and gas companies,
- Thames Water,
- Voluntary bodies,
- bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area,
- bodies which represent the interests of different religious groups in the neighbourhood area, bodies which represent the interests of persons carrying on business in the neighbourhood area, and
- bodies which represent the interests of disabled persons in the neighbourhood area.

As well as any owners of land that is proposed to be developed within the plan. The neighbourhood forum is also required to send a copy of the neighbourhood plan to the City Council.

- 4.12 Following the pre-submission consultation period, the neighbourhood forum should assess all comments received, and, where relevant, make changes to the neighbourhood plan. Once the neighbourhood plan has been finalised, it can be formally submitted to the City Council.

#### **Submission of the neighbourhood plan to the City Council**

- 4.13 In addition to the submission of the neighbourhood plan to the City Council, the neighbourhood forum is also required to submit a map (or statement) which identifies the area covered by the neighbourhood plan, and a statement that sets out how the neighbourhood plan meets the required 'basic conditions' (see paragraph 4.9) as well as a 'consultation statement'. The consultation statement should:

- contain details of the persons and bodies who were consulted;
- set out how they were consulted;
- summarise the main issues and concerns raised; and

- describe how these issues and concerns have been considered, and where relevant, addressed in the proposed neighbourhood plan.

### **Publicising the neighbourhood plan**

- 4.14 As soon as possible after the submission of a valid neighbourhood plan by a neighbourhood forum, the City Council will publicise the neighbourhood plan for at least six weeks. The neighbourhood plan will be published on the City Council's website, whilst stakeholders within and adjacent to the neighbourhood area will be contacted to enable representations to be made. The City Council will also notify all bodies referred to in the submitted consultation statement that accompanied the neighbourhood plan.

### **Submission of the neighbourhood plan for examination**

- 4.15 Following the above period of publicity the City Council will make arrangements for the holding of an independent examination of the neighbourhood plan. This will include the appointment of an independent examiner, and the submission to that examiner of the neighbourhood plan and all other relevant documents (listed above in paragraph 4.13), in addition to the submission of all representations received by the City Council. The examiners main role is to assess whether the neighbourhood plan meets the 'basic conditions' (see paragraph 4.9 above).

### **Publication of the examiner's report**

- 4.16 Following the examination, the examiner will produce a report which will recommend one of the following:
- that the plan can proceed to referendum stage without any changes;
  - that further modifications are required to the plan, before it can proceed to referendum stage; or
  - that the plan does not meet the 'basic conditions' and the plan should not proceed to referendum stage.

Where it is recommended that the plan proceeds to referendum, the examiner is also required to advise the City Council whether the referendum area should be wider than the boundary of the neighbourhood area.

- 4.17 The City Council is required to consider the recommendations made by the examiner, and to decide what changes should be made to the neighbourhood plan (if relevant). The City Council is allowed to make a decision that differs from that recommended by the examiner, for example, if new evidence has become apparent which leads to a different conclusion to be made. The City Council is required to publish a 'decision statement' and to bring it to the attention of those who live or work within the neighbourhood area.

**Stages in preparing  
a neighbourhood  
plan:**



### **Neighbourhood plan referendum**

- 4.18 The referendum of the neighbourhood plan is organised and funded by the City Council. Those eligible to vote will be all residents on the electoral register within the neighbourhood/referendum area. If the neighbourhood area has been designated as a 'business area', then business rate payees within the neighbourhood/referendum area will also be eligible to vote in a separate, additional, referendum. If more than 50% of those voting (in both referendums in the case of a business area) are in favour of the neighbourhood plan, then the City Council will be required to bring the neighbourhood plan into force. If there is a split vote between the two referendums then the City Council will decide whether to bring the neighbourhood plan into force.

### **Decision on the neighbourhood plan**

- 4.19 As soon as possible after the referendum the City Council will publish the decision to 'make' the neighbourhood plan (or to not make the neighbourhood plan, dependent upon the referendum results) on the City Council's website, and will write to stakeholders within and adjacent to the proposed neighbourhood area to inform them of the decision. In addition, the City Council will produce a decision statement setting out the reasons for making that decision, and publish details of where and when the decision statement may be inspected. The City Council will additionally send a copy of the decision statement to the neighbourhood forum, and to any person who has asked to be notified of the decision.

### **Publicising a neighbourhood development plan**

- 4.20 After formally making the neighbourhood plan, the City Council will formally publish the neighbourhood plan on the City Council's website. The City Council will also write to stakeholders within and adjacent to the proposed neighbourhood area to inform them that the plan has been made, again providing details of where and when the neighbourhood plan can be inspected. The City Council will also notify any person who has asked to be notified of the making of the neighbourhood plan.
- 4.21 Once in place, the neighbourhood plan will be used by the City Council to determine planning applications received within the relevant neighbourhood area.
- 4.22 If you would like to know more about neighbourhood planning and how to get involved contact Tom Kimber on 0207 641 3478 or email [tkimber@westminster.gov.uk](mailto:tkimber@westminster.gov.uk) or Helena Merriott on 0207 641 2860 or email [hmerriott@westminster.gov.uk](mailto:hmerriott@westminster.gov.uk)



## **5. Supplementary Planning Documents (SPDs) - Consultation**

- 5.1 The aim of Supplementary Planning Documents (SPDs) is to provide more detail on the policies contained in the local plan helping developers and others apply the Council's policies by going into more explanatory detail than appropriate for the Local Plan. SPDs are not subject to the same process of submission and examination as the local plan and do not require a Sustainability Appraisal if the local plan has already been subject to this process. Consultation still however plays an important role in the production of SPDs and the same general methods of consultation (as set out in Section 3) will be used.
- 5.2 The Town and Country Planning (Local Planning) (England) Regulations 2012, Part 5 (regulations 12 and 13) set out the requirements for public participation and representations on SPDs. Anyone can comment on an SPD but as with the local plan all relevant specific and general consultation bodies will be notified as well as other relevant groups and individuals (as explained in Section 3).
- 5.3 Before a local planning authority can adopt an SPD it must:
- 1) Prepare a statement setting out the following:
    - Those who were consulted when preparing the SDP.
    - A summary of the main issues raised by those consulted.
    - How the issues raised have been addressed in the SPD.
  - 2) Invite comments on the draft SPD by making the above statement and draft SPD available for inspection to include details of:
    - The date by which representations must be made (not less than 4 weeks).
    - Where representations are to be made.
- 5.4 As with local plan documents, SPDs that are out for consultation can be seen on the City Council's website. Hard copies of SPDs will be available to view in local libraries, at City Hall reception and on request by calling 0207 641 2503.
- 5.5 A statement of adoption will be prepared and sent to anyone who has been asked to be notified.

## **6. The Community Infrastructure Levy (CIL) - Consultation**

- 6.1 The Community Infrastructure Levy (CIL) Regulations (2010 and as amended) sets out the consultation requirements where an authority is developing a local CIL. The legal document setting out a local CIL and the rates at which it is levied is called a 'charging schedule'. The regulations require two stages of consultation on these documents. The first of these is to seek comments on a 'preliminary draft charging schedule' – the Council's initial CIL proposals. The second stage is consultation on a draft charging schedule. This has to be published on the Council's website, made available for inspection and published in the local press. The draft has to be sent to the following consultation bodies:
1. A local planning authority whose area is in or adjoins the charging authority's area;
  2. Each Parish Council in the Council's area;
  3. The Mayor of London;
  4. Any other person exercising the functions of a local planning authority for an area within, or which adjoins, the charging authority's area.
- 6.2 The charging authority (in this case Westminster City Council) must also invite representations on the preliminary draft from persons who are resident or carrying out business in its area, and from appropriate voluntary bodies and bodies which represent the interests of persons carrying on business in the charging authorities area, as the Council considers appropriate. The Regulations leave it to the Council to decide how best to invite comments on the preliminary draft charging schedule.
- 6.3 The second stage of consultation is on a draft charging schedule, which will set out the Council's proposals in broadly the form it intends to take them through the remaining stages of the formal process. The Council is also required to publish the evidence on issues like the effect the proposals might have on economic viability of development. A draft charging schedule must also be accompanied by 'a statement of the representations procedure'. This statement explains the date by which comments should be received (not less than 4 weeks from the consultation start date), how comments should be submitted and explains that those commenting can request to be heard at the public examination of the charging schedule. It also states that comments can be accompanied by a request to be notified later in the process.

- 6.4 Notice also has to be given by local press advertisements that a draft charging schedule and its supporting evidence are available for inspection and where they can be seen. This advertisement must also include 'the statement of the representation procedure.'
- 6.5 Once the Council has submitted a draft charging schedule to the examiner it must give notice to those persons who requested to be notified of the submission of the draft charging schedule to the examiner that the draft has been so submitted. Where the charging authority modifies the draft charging schedule a copy of the statement of modifications must be sent to each of the consultation bodies.
- 6.6 After a charging schedule has been approved by the Council notice must be given by local advertisement of the approval of the charging schedule and to those persons who requested to be notified of the approval. A copy of the draft schedule must be sent to each of the relevant consenting authorities (for Westminster these are the Secretary of State and the Mayor of London).
- 6.7 The Council is currently preparing its proposals for a Westminster CIL, with consultation on a preliminary draft charging schedule in the spring of 2014. It is likely that all the organisations on Westminster's Policy Framework consultation database will be consulted. Further information on CIL can be found by ringing Rachael Ferry-Jones on 0207 641 2418 email [rferry-jones@westminster.gov.uk](mailto:rferry-jones@westminster.gov.uk) or Laurence Brooker on 0207 641 2447 email [lbrooker@westminster.gov.uk](mailto:lbrooker@westminster.gov.uk)

## 7. Types of Community Involvement

Method of communication	Considerations and Benefits	What we will do	What we may use it for
Email	<p>Since the SCI was published in 2007, there has been a significant growth in the use of email for consultation. Most individuals and all organisations have access to email and it is quick and accurate way of communicating information to a large number of people.</p>	<p>Email will be used as the preferred means of consultation for The Local Plan, SPD's CIL and Neighbourhood Planning. The email will usually include a link to the consultation document and additional relevant information including the period of consultation, where to send comments, who to contact and where hard copies of the document can be viewed.</p> <p>Westminster's Policy Framework consultation database currently contains contact details for 500 individuals and groups including specific and general consultation bodies. It is regularly updated (most recently March 2013) as people request to be added or removed or where there are changes in</p>	<p>The Local Plan – Westminster's City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy - Draft Charging Schedule</p> <p>Neighbourhood Planning</p>

Method of communication	Considerations and Benefits	What we will do	What we may use it for
		<p>details.</p> <p>As email is the preferred means of consultation we will not normally send notification by post where a valid email address is held or unless a hard copy of the document is requested or required under the relevant regulations.</p>	
Website	<p>The website is a key method of communication and information and is the main source for all consultation documents and news.</p> <p>The planning webpages contain all documents relevant to planning in Westminster.</p> <p>For planning policy this includes documents to do with the production of Westminster's City Plan including the evidence base and for other documents in Westminster's policy framework including Neighbourhood Planning, CIL charging schedule, topic</p>	All consultation that we undertake as local planning authority will be on the website.	<p>The Local Plan – Westminster's City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy - Draft Charging Schedule</p> <p>Neighbourhood Planning</p>

Method of communication	Considerations and Benefits	What we will do	What we may use it for
	based SPDs, Planning Brief SPDs, Conservation Area SPDs, the Statement of Community Involvement, Authorities Monitoring Report, Local Development Scheme and supporting documents such as the Integrated Impact Assessment and Strategic Flood Risk Assessment.		
Documents made available for inspection at local libraries and at the City Hall reception, 64 Victoria Street SW1E 6QP during the prescribed consultation period.	<p>This method is best for providing information to people who either do not have internet access or limited internet access and who want to view paper copies of the document.</p> <p>All libraries except for Mayfair have wheelchair access. Addresses and details can be viewed <a href="#">here</a>.</p>	<p>Documents subject to consultation will normally be available at City Hall and at Westminster libraries for the public to view.</p> <p>The availability of these documents may be advertised in a variety of ways, including by letter, email and on Westminster's website.</p>	<p>The Local Plan – Westminster's City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy - Draft Charging Schedule</p> <p>Neighbourhood Planning</p>

Method of communication	Considerations and Benefits	What we will do	What we may use it for
<p>Printed Media</p> <p>(Newspaper articles, press notices, press releases, in local newspapers and in council and other community based newsletters)</p>	<p>It is no longer a requirement to advertise local plan documents in the local press. However, this is still required for CIL draft charging schedule.</p> <p>For the Local Plan, area based SPDs (such as conservation area audits) and neighbourhood plans press releases at all levels including the local newspapers are important to involve people in local communities.</p>	<p>Publish a Press notice where required.</p> <p>Draft press releases may be produced at key stages of preparation.</p>	<p>Community Infrastructure Levy - Draft Charging Schedule.</p> <p>SPDs where relevant including Conservation Area Audits and proposals for conservation area extensions.</p> <p>Neighbourhood Planning</p>
<p>Twitter, Facebook</p>	<p>Both provide can provide instant communication to a large number of people.</p> <p>This method of communication may engage those who are not normally interested in local government issues.</p>	<p>We may use this as part of a press release.</p>	<p>The Local Plan – Westminster’s City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy - Preliminary Draft Charging Schedule &amp; Draft Charging Schedule</p> <p>Neighbourhood Planning</p>

<b>Method of communication</b>	<b>Considerations and Benefits</b>	<b>What we will do</b>	<b>What we may use it for</b>
Public exhibitions/displays	<p>Public exhibitions are a good medium for providing information and allowing people to state their views but are very resource intensive and not suitable for all consultations.</p> <p>Visual displays (such as banners) in the entrance to City Hall or at the Area Forums can help raise the profile of Westminster's policy framework.</p>	Public exhibitions can be most useful where the information is highly visual such as in Planning Brief SPDs.	<p>The Local Plan – Westminster's City Plan(Displays)</p> <p>Supplementary Planning Documents (Public exhibitions/Displays)</p> <p>Neighbourhood Planning (Displays)</p>
Public launch event/Public meeting	A high profile public event to showcase a document can raise public awareness of those in attendance and by gaining media attention and therefore cascading information.	<p>We may hold events when documents are published for consultation and where this is likely to generate media interest.</p> <p>Hold specific public meetings or attend existing community meetings within relevant conservation areas.</p>	<p>The Local Plan – Westminster's City Plan</p> <p>Neighbourhood Planning</p> <p>SPDs where relevant. (Where this is required to present proposals for preservation or enhancement within conservation area audits).</p>



Method of communication	Considerations and Benefits	What we will do	What we may use it for
Area Forums	<p>Area Forums were set up to involve local residents and businesses in local policy decisions and to find out what people think about the council and its services.</p> <p>There are three meetings each year. Anyone can attend these meetings and suggest matters to be discussed.</p> <p>There are six area based forums:</p> <ul style="list-style-type: none"> <li>• West End</li> <li>• South</li> <li>• Bayswater</li> <li>• Marylebone</li> <li>• Maida Vale</li> <li>• St John's Wood</li> </ul> <p>Further information can be found <a href="#">here</a>.</p>	<p>We will attend the meetings to discuss policy framework documents/topics as requested and include the matters discussed in their respective newsletters.</p>	<p>The Local Plan – Westminster's City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy - Preliminary Draft Charging Schedule &amp; Draft Charging Schedule</p> <p>Neighbourhood Planning</p>
Meetings with Interest Groups	<p>Can help provide specialist input into the documents in Westminster's policy framework or SPD. For example</p> <ul style="list-style-type: none"> <li>• Westminster Property Association (WPA)</li> </ul>	<p>We will consult existing interest groups and have meetings to discuss documents/topics where appropriate.</p>	<p>The Local Plan – Westminster's City Plan</p> <p>Supplementary Planning Documents</p> <p>Community Infrastructure Levy -</p>

Method of communication	Considerations and Benefits	What we will do	What we may use it for
	<ul style="list-style-type: none"> <li>Westminster's Amenity Societies Forum (WASF)</li> </ul>		<p>Preliminary Draft Charging Schedule &amp; Draft Charging Schedule</p> <p>Neighbourhood Planning</p>
Workshops	Can bring together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities.	Workshops based on topic based booklets were used in the early stages of city management policy development in 2009. The details of which can be found <a href="#">here</a> .	The Local Plan – Westminster's City Plan
Publicity materials including posters and flyers with details of neighbourhood area and forums. At key stages in the neighbourhood plan proposals are distributed to libraries, sport's centres and other WCC buildings close to/within the neighbourhood	Information displayed in different buildings may engage different groups of people.	Display information in a poster and provide accompanying documents to libraries.	Neighbourhood Planning.

Method of communication	Considerations and Benefits	What we will do	What we may use it for
<p>area.</p> <p>Posters and site notices displayed within the relevant conservation area to promote conservation area audits.</p>	<p>With area based SPDs such as conservation area audits it is important to reach as many people as possible living within that specific area</p>	<p>Site notice</p>	<p>Conservation Area Audits</p>

## **8. Development Planning - Consultation**

### **1. The Pre-Application Stage**

#### **Community Involvement by the Developer**

- 8.1 Section 61W of the Town and Country Planning Act 1990 added by the Localism Act 2011 places a legal duty on developers to consult local communities on very large scale development proposals prior to submitting a planning application. For large scale proposals where there is no legal requirement to consult, the Council agrees with the suggestion in the National Planning Policy Framework that it should strongly encourage developers to involve the local community from an early stage. This may take a variety of forms such as local exhibitions, public meetings, circulation of leaflets or the creation of a well-publicised dedicated website, including a facility to make comments.

Community involvement should ideally be sought in two stages:

Firstly, views should be sought from interested groups on what may be appropriate for a site so that these comments can, wherever possible, be taken on board before the proposals are drawn up; and

Secondly, further views should be sought on the evolving proposals before a planning application is submitted, so that changes can be made in response before submission, and also so that people are already aware of the background and the proposals when we carry out consultations on the application.

- 8.2 Where an applicant has arranged some community involvement prior to making a planning application, we expect a supporting report to be submitted setting out the type of community involvement undertaken, the views expressed and the changes made by the applicant in response; if no changes have been made, the report should explain why not.
- 8.3 Anyone proposing development of any scale is likely to find that early information of and consultation and discussion with, neighbours or others, likely to be affected by the development will ease the planning process.

#### **Pre-Application Discussions with the Council**

- 8.4 We encourage developers to seek our views on development proposals before they submit an application. While any views we express will not bind the council in its subsequent decision on any planning application, these pre-application discussions help

to identify key issues, and help to ensure that the application closely accords with our planning policies. We usually charge a fee for pre-application advice. More detailed information on pre-application discussions is available on our [website](#).

## **2. The Planning Application Stage**

### **Legal consultation requirements**

8.5 We ensure that we carry out all consultation that we are required to do and allow the necessary time period for comments to be made. Consultation may include:

- Advertising proposals in local newspapers;
- Placing a site notice as near as possible to the application site;
- Advising in writing occupiers of properties immediately adjacent to the application site and directly affected by the proposal;
- Consultation as required with statutory consultees – such as the Environment Agency, the Secretary of State and the Mayor of London.

8.6 Where appropriate, we also consult others including the following:

- i. We provide details of applications on our website - [www.westminster.gov.uk/planning](http://www.westminster.gov.uk/planning). We provide public access to scanned application documents and drawings once applications are complete and ready to be processed. People can register to be notified by e-mail about applications in their area or any part of the city they are interested in. Comments on proposals can be submitted online.
- ii. We consult the relevant local amenity society. The city has a network of societies who represent the local community in each area.
- iii. We consult other groups and bodies as appropriate to the particular nature of the proposal or its location. The relevant groups or bodies are too numerous to list in full here, but include, for example:
  - The Metropolitan Police
  - Thames Water
  - Transport for London
  - Neighbouring councils
  - Other residents' and tenants' associations and amenity groups.

8.7 Contentious or sensitive planning applications are determined by the Planning and City Development Committee or the Planning Application Sub-Committees, which are held in

public and all interested parties are welcome to attend to listen to the debate. Reports on applications being considered by the committees/sub-committees are published on the website, usually 5 working days before the Committee meeting.

### **Other types of applications**

- 8.8 We carry out consultations on other applications in accordance with statutory requirements. Consultations are undertaken according to the following general principles:

#### **Listed building consent**

- These applications are advertised in the local newspaper and by site notice, except where the works are only internal and where the building is listed Grade II.
- Where demolition is involved, we consult the National Amenity Societies<sup>1</sup>.
- We consult English Heritage in accordance with government guidance.
- Other consultation is carried out as appropriate for the individual application – e.g. with the local amenity society.

#### **Certificates of lawfulness**

- 8.9 Decisions on these applications are a matter of law, not of planning policy so there is no requirement to consult on them. We may, however, consult adjacent occupiers and local amenity societies on applications for a lawful development certificate for existing uses, operations or activities in order to confirm the assertions about the development put forward by the applicant.

#### **Advertisement consent**

- 8.10 We consult as required by the Regulations, e.g. in relevant cases with the Secretary of State for Transport, neighbouring boroughs, and bodies responsible for railways and waterways.

#### **Trees**

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<sup>1</sup> As required by Circular 01/2001 (Department of the Environment, Transport and the Regions). The Societies are the Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings and the Victorian Society.

- 8.11 For applications under the Conservation Area and Tree Preservation Order procedures, we usually consult those neighbours we consider might be directly affected by any proposed felling of a tree. However, we do not normally consult neighbours about proposed tree surgery (e.g. pruning).

### **Prior Approval**

- 8.12 We consult as required by the Regulations (in most cases the Town and Country Planning (General Permitted Development Order) 1995) e.g. by serving a notice on adjoining owners or occupiers immediately adjoining the site as required under temporary procedures for larger home extensions.

### **Consultation periods**

- 8.13 Our letters/notifications/advertisements make clear the deadline by which comments should be submitted. We normally allow 21 days but there may be occasions when a 14 day period is set, for example in cases of special urgency. Consultees can only be certain that their views will be taken into account if they meet our deadline. However, in practice, further time may be available before the decision is made. If a consultee is having difficulty meeting the deadline, they should contact the planning case officer to see whether a late comment will be acceptable. Statutory consultees may be allowed a longer period of time to comment on applications where this is prescribed by legislation.

## **3. The Appeal Stage**

- 8.14 When we are notified of an appeal by the Planning Inspectorate, we notify interested parties of the appeal and provide a copy of comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, we also notify interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements.

## **4. Applications Called in by the Mayor or Secretary of State**

- 8.15 Where applications are called in by the Mayor or Secretary of State we will usually continue to be responsible for consultation and providing the responses to those taking the decisions. Once an application is called in by the Mayor a 'representation hearing' is held.

## Endnotes

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<sup>i</sup> Better City, Better Lives (2013) Westminster City Council

<sup>ii</sup> Better City, Better Lives (2013) Westminster City Council

<sup>iii</sup> Experian (2012)

<sup>iv</sup> IDBR, (2010)

<sup>v</sup> ONS Mid-year population estimate (2012)

<sup>vi</sup> Westminster Profile October 2013, Westminster City Council

<sup>vii</sup> Westminster Profile October 2013, Westminster City Council

<sup>viii</sup> Figure derived from 2011 Census information

<sup>ix</sup> Better City, Better Lives (2013) Westminster City Council

<sup>x</sup> The term Local Development Framework is no longer used in planning legislation. Westminster now refers to 'Westminster's Policy Framework'

<sup>xi</sup> Paragraph 153 NPPF March 2012

<sup>xii</sup> Paragraph 150 NPPF March 2012

<sup>xiii</sup> Westminster City Plan 2006-2016 Sustainable Community Strategy (2006) Westminster City Partnership

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

<sup>xv</sup> (2) specific consultation bodies (a) to (l)

<sup>xvi</sup> 4 (1) and (2)

<sup>xvii</sup> The Regulations specify 'Integrated Transport Authority'. However this term is not applicable in Westminster, with the relevant authority being Transport for London (TfL) Each Highway Authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways Authority).has been abbreviated to other relevant Highways Authorities and could include those in neighboring authorities.

<sup>xviii</sup> The SEA is the requirement of the Strategic Environmental Assessment Directive EC/2001/42 (SEA Directive)

<sup>xix</sup> Which meet the requirements of the legislation dealing with its objectives, openness of membership and written constitution.



## Appendix 1

### Key Partnerships

PARTNERSHIP	LEVEL	EXAMPLES OF PROJECTS / ACHIEVEMENTS	STAKEHOLDERS INVOLVED
Chief Executives' Stakeholder Group	City wide	The group's main objective is to support key local organisations in working to improve the quality of life and wellbeing in Westminster. The group meets to share intelligence and ideas and to build positive and mutually supportive relationships.	Westminster City Council, Metropolitan Police, NHS, JobCentre Plus, Westminster Equalities Partnership, Voluntary Action Westminster, community groups, and the business and housing sectors.
Westminster Health and Wellbeing Board	City wide	Through the Health and Wellbeing Board, the Council has a responsibility to join up local health services, social care and health improvement services. The main functions of the Board include assessing the needs of the local population and developing a strategy to tackle those needs.	Westminster City Council, Westminster Community Network, Westminster <u>Healthwatch</u> , Central London Clinical Commissioning Group, West London Clinical Commissioning Group
Greater London Authority and central Government	Regional and national respectively	Statutory bodies who are key delivery partners for the Local Plan.	Greater London Authority, and the wider GLA family including Transport for London. Various departments at national government level who often have funding and monitoring functions.
Central London Forward (Established 2008)	Sub Regional	Central London Forward is an organisation created and funded by seven of the central London boroughs to ensure that they, and other agencies can consider matters on a sub regional basis. It provides a forum for boroughs to come together to ensure their plans fit within the Central London context, as well as ensuring cross boundary issues are resolved. It's primary objectives are to influence policy	Westminster City Council, City of London, Royal Borough of Kensington & Chelsea, London Borough of Islington, London Borough of Southwark, London Borough of Camden,

		on major issues affecting Central London, to promote the strategic importance and needs of Central London, and to identify and facilitate coordinated working on areas of mutual interest to partners.	London Borough of Lambeth.
Cross River Partnership (Established 1995)	Sub Regional	The partnership was originally formed to deliver cross-river infrastructure projects such as the Millenium Bridge and the Golden Jubilee Footbridges. It has since diversified to deliver a wide range of cross-borough regeneration projects to facilitate economic growth, sustainable employment, carbon reduction and quality placemaking.	Westminster City Council, London Borough of Lambeth, London Borough of Southwark, City of London, London Borough of Camden, London Borough of Islington, , Greater London Authority, Transport for London, Network Rail, Groundwork London, London and Partners, South Bank Employers Group and nine business improvement districts.
Sub-regional housing partnership	Sub Regional	Established by the Greater London Authority, this partnership works to assess housing needs, markets and capacity to provide the strategic housing evidence base (Strategic Housing Land Availability Assessment, Strategic Housing Market Assessment) required by the National Planning Policy Framework, and inform regional housing targets as set out in the London Plan.	Westminster City Council and London Boroughs of Camden, Islington, Enfield, Barnet, Hackney and Haringey.
Cross-borough working	Sub regional / Local Areas	Westminster City Council works closely with neighbouring boroughs. This includes preparation of joint evidence base, delivery of area-based public realm improvements, and co-ordination of regeneration projects and designated shopping centres near borough boundaries. The Localism Act Places a duty to cooperate in relation to planning sustainable development. Since 2011 there has been Tri-Borough working between Westminster, the London Borough of Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea, utilising combined corporate services.	Neighbouring (or wider) local authorities as appropriate

Queens Park Community Council	Local Area	A parish council established for the governance of the Queens Park ward, forming a local tier of government. The community council levies a precept on the council tax in the area to fund its activities and can take on a range of powers including neighbourhood planning.	Residents of Queen's Park ward
Neighbourhood Forums	Local Area	Community groups made up of those who live, work or are elected members of a neighbourhood area, created for the purpose of neighbourhood planning under the provisions of the Localism Act.	Groups designated by the council to act in relation to neighbourhood areas that aren't covered by a parish council
Area based steering groups	Local Area	Westminster City Council works with a range of stakeholders to deliver a range of area based initiatives and/or projects to improve places within Westminster. Some of these steering groups have agreed action plans including Oxford, Regent and Bond Street (ORB), Covent Garden and Soho	Westminster City Council works with a range of stakeholders, these include landowners, GLA, Transport for London, Business Improvement Districts, the West End Partnership and residents groups, :
Business Improvement Districts (from 2005)	Local Area	These locally controlled partnerships are made up of groups of businesses. These include Paddington, New West End Company (around Oxford Regent and Bond Street), Heart of London (around Leicester Square and Piccadilly Circus), Bayswater, Victoria, Piccadilly & St James's, Baker Street and Northbank. Within these areas business occupiers pay an additional levy to fund improvements to their local areas, often in conjunction with voluntary contributions with landowners.	Westminster City Council and groups of local businesses
Paddington Waterside Partnership (Established 1998)	Local Area	This private sector partnership aims to maximise the benefits of development for surrounding communities. It's primary functions are to manage a co-ordinated approach to development and to assist companies to deliver their corporate social responsibility (CSR) activities at a local level. Also includes the Canal and River Trust.	Local landowners, developers and occupiers, charity organisation.
Paddington	Local Area	These community funds were established with	Westminster City

(Established 1998) & Victoria (Established 2006) – Social and Community Fund Accounts		the aim to enhance the benefits of new developments in the areas and to integrate developments into the local community. The owners and developers of major sites in these Opportunity Areas and adjacent areas make financial contributions towards this account. The level of contribution is set out in legal agreements. Local communities and voluntary organisations are involved in the bidding for grants from the Social and Community Fund. In Paddington this scheme has successfully secured nearly £3 million for local projects.	Council, land owners developers and occupiers
MyWestminster Forums / Westminster Area Forums (Established 2001)	City wide	Mechanism to involve local residents and businesses in local policy decisions, a method to find out ways to access services, identify people's views on these services and to find out what people think of the council.	Westminster City Council





# City of Westminster

Westminster City Hall, 64 Victoria Street, London SW1E 6QP  
Planning helpline: 020 7641 6500 [www.westminster.gov.uk](http://www.westminster.gov.uk)