



ONE BOROUGH ONE PLAN

Local Plan

Statement of Community Involvement

July 2015

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1. Introduction

Statement of Community Involvement

This Statement of Community Involvement (SCI) explains how the Council will involve the community in preparing the Local Plan and in dealing with planning applications.

Why involving the community is important

Barking and Dagenham is reviewing its Local Plan so it is focused on delivering the Council's Vision "One borough; One community; London's growth opportunity". The Local Plan will set out what the borough will look like in 2030 and the policies which will deliver this change.

The Local Plan along with the London Plan forms the development plan. All planning applications must be assessed against the policies in the development plan.

It is vital that the Local Plan reflects the concerns and aspirations of the local community and other interested parties since it will affect everyone who lives in, works in or visits Barking and Dagenham. The Council can only know what people's concerns and aspirations are if it makes an effort to talk to people and find out what they think.

A planning application can have a big impact on a community or an individual. An extension on a neighbour's house can be a big concern. A development of one hundred houses can put pressure on the local school and on local roads. Therefore it is very important for the Council to give people affected by planning applications of any size an opportunity to comment on them. Since planning applications are assessed against the policies in the Local Plan this is another reason why it is very important for Local people to be involved in its preparation.

2. Consultation Principles

The Council is committed to:

- Being clear on what each consultation is about, how it affects you and how you can get involved
- Making it as easy as possible for you to respond to consultations by thinking about what method is best for you not what is most convenient for the Council. All relevant information will be published on the Council's website.
- Giving you enough time to respond to both planning applications and planning policy consultations.
- Keeping the process as simple as possible and writing in plain English. If technical words are required we shall make sure these are explained.

3. Consultation on Planning Policy Documents

By law the Council must involve the community in preparing the Local Plan. In 2015 the Council will review its Local Plan, the process will take two years and includes two consultation stages.

Stage 1- Involving the community in preparing the Local Plan

- This is the stage the Council is trying to understand the main issues facing the borough over the next fifteen years and the options for addressing these. It is therefore an opportunity for the community to tell the Council what issues they think are important and what they think should be done in response. Usually this involves the Council publishing an issues and options report and helping the community and other interested parties provide feedback on it.

Stage 2 - Consulting on the draft Local Plan

- After the Council has involved the community in preparing the Local Plan the Council can proceed with confidence to write the draft Local Plan. The Council then will consult the community on the draft Local Plan. The Council can then decide before it sends the final Local Plan to the Government whether it needs to make any changes in response to the feedback received.

One of the Council's consultation principles is that it will make it as easy as possible for the community to respond to consultations. Therefore the Council will use the following methods to make sure as many people and organisations as possible can get involved in preparing the Local Plan:

- Emails – Where we have email addresses of consultees we will email them details of consultations
- Social media - We will use popular social media sites such as Facebook and Twitter to reach out to the community.
- Council website – All consultation material including evidence base documents will be published on the Council's website
- Make effective use of libraries and other community buildings - We will continue to ensure libraries are provided with consultation material
- Group meetings – To access hard to reach groups the Council will attend existing community meetings to publicise the consultation and get feedback
- Public exhibitions – If necessary the Council will hold public exhibitions to give people the chance to talk to Council staff about Local Plan proposals.

Sustainability Appraisal

As part of the preparation of the Local Plan Review the Council must assess the social, environmental and economic impacts of Local Plan policies. This is the purpose of a Sustainability Appraisal. To begin with the Council must consult on a draft Scoping Report but this only involves Natural England, Historic England and the Environment Agency. Its purpose is to make sure the Council has identified the right

sustainability issues and indicators to assess draft policies and allocations against. When the Council involves the community in preparing the Local Plan it will publish the final Sustainability Appraisal Scoping Report. When the draft Local Plan is consulted on a Sustainability Appraisal report will be published alongside it.

Table One - Local Plan – Consultation Plan

Key Stages	Level of Involvement	Community Involvement Arrangements / Stakeholder Arrangements
<p>Stage 1 Involving the community in preparing the Local Plan</p>	<p>We will ask what you think are the most important planning issues facing the borough over the next 15 years and what you think of the options for addressing these</p>	<p>We will consult on an Issues and Options report for a minimum of eight weeks.</p> <p>We will:</p> <ul style="list-style-type: none"> • Publish an issues and options report on the Council's website along with the Sustainability Appraisal Scoping Report. • Notify all those people on the Council's consultation database of the start of the consultation using their preferred method of contact. • Make hard copies of the Issue and Options report available in Barking and Dagenham libraries and main Council buildings • Publicise the issues and options consultation on the Council's facebook and twitter. • Attend relevant existing community groups • Where necessary hold exhibitions.
<p>Stage 2 Consultation on the draft Local Plan</p> <p>The Local plan is finalised and published for the second and last consultation stage</p>	<p>We will ask you what you think of our draft Local Plan and you will have the opportunity to respond.</p> <p>You will be asked to respond by making an official representation</p>	<p>We will consult on a draft Local Plan for a minimum of eight weeks.</p> <p>We will:</p> <ul style="list-style-type: none"> • Publish the draft Local Plan on the Council's website along with: <ul style="list-style-type: none"> ○ A Sustainability Appraisal Report ○ A statement of the representations procedure and a copy of the official representations form you must use to provide your comments ○ A consultation statement summarising all the feedback received on the issues and options consultation and how comments have been considered and taken into account in preparing the draft Local Plan ○ The supporting documents that have been used to inform the draft Local Plan • Notify all those people on the Council's consultation database of the start of the consultation using their preferred method of contact. • Make hard copies of the draft Local Plan and representation forms available in Barking and Dagenham libraries and main Council buildings • Publicise the draft Local Plan consultation on the Council's facebook and twitter. • Attend relevant existing community groups • Where necessary hold exhibitions.
<p>Stage 3 Sending the draft plan to the Planning Inspectorate</p> <p>The plan is submitted to a Government inspector</p>	<p>No involvement</p>	<p>The draft local plan, supporting documents and representations received on the draft Local Plan and feedback received on the Issues and Options report are submitted to the Secretary of State. The Secretary of State then appoints an independent planning inspector from the Planning Inspectorate (PINS). All the relevant documents will be published on the Council's website and other legal requirements met.</p>
<p>Stage 4 Examination and adoption of the Local Plan</p> <p>The Local Plan is adopted following the consideration of the recommendations in the Inspector's report.</p>	<p>If you commented on the draft Local Plan you will be invited to attend the examination and we will tell you when the Local Plan has been adopted.</p>	<p>All those who sent in a response to the draft Local Plan will be invited to attend the examination into the Local Plan. We will make the inspectors report available on the Council's website and also at Barking Town Hall. We will inform consultees who have previously made representations about the availability of the inspectors report. After adoption of the Local Plan we will publish the Local Plan and an adoption notice on the Council's website and also make a hard copy available at Barking Town Hall. We will send an adoption statement to specific and general consultees and those who made representations at previous stages will be notified. We will also notify all those who are on our consultation database. We will make the Sustainability Appraisal, evidence base documents and all other supporting documents available for inspection for</p>

		six weeks after adoption.
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Table Two - Supplementary Planning Documents – Consultation Plan

Key Stages	Level of Involvement	Community Involvement Arrangements / Stakeholder Arrangements
<p>Preparing the draft Supplementary Planning Document</p>	Usually no involvement	<p>Where necessary we will engage interested parties in deciding the detail to be included in the SPD and we will identify key issues that need to be addressed.</p> <p>Where it is deemed necessary we will carry out consultation prior to the publication of draft SPDs</p> <p>We will consult Natural England, Historic England and the Environment Agency during the Sustainability Appraisal process</p>
<p>Consulting the community on the draft Supplementary Planning Document</p> <p>A Draft SPD is prepared and published for comment.</p>	We will consult you on the draft SPD and if you have any comments to make we will take your views into account	<p>We will consult on the draft SPD for a minimum of six weeks and:</p> <ul style="list-style-type: none"> • Publish the draft SPD and supporting documents on the Council’s website; • Notify all those people on the Council’s consultation database of the start of the consultation using their preferred method of contact. • Make hard copies of the draft SPD available in Barking and Dagenham libraries and main Council buildings • Publicise the draft SPD on the Council’s facebook and twitter.
<p>Adoption of the SPD</p>	We shall keep you informed.	<p>We will publish the adopted Supplementary Planning Document and evidence base documents on the Council’s website. This will include a consultation statement summarising all the comments received from the previous stages and how the comments were considered and taken into account.</p> <p>We will send an adoption statement to those who commented on the draft and those who have asked to be notified of the adoption of the SPD.</p>

4. Consultation on Planning Applications

The Council is responsible for determining all the planning applications made in the borough.

An important part of the process of deciding whether to approve or refuse a planning application is feedback received from those affected by the proposal. In the case of a residential extension this can be a neighbour for larger developments this can be people who live further away.

One of the Council's consultation principles is that it will make it as easy as possible for the community to respond to planning consultations. Therefore the Council will use the following methods to make sure the community and other interested parties can respond to planning applications:

- We will continue to put all planning applications and supporting information on the Council's website and allow people to respond online.
- In nearly all circumstances where there is a planning application next to your property we will write to you to ask for your comments.
- Where necessary we will put up site notices to make sure that people are aware of applications in their neighbourhood.
- Where required we will put newspaper notices up to make sure that people are aware of certain applications.
- As well as making planning applications available online members of the public will be able to view them at Barking Town Hall if they make an appointment.

How and When Can People Make Representations?

The table on the next page shows how the Council will publicise different types of planning applications. Many of these are requirements set by law. The Statutory Period for consultation on planning applications is 21 days. This is clearly stated on all advertisements, site notices, and notification letters.

The easiest way to comment on a planning application is through the Council's website. Alternatively you can submit your comments by email or failing that in writing.

Around 95% of planning applications are decided by officers the rest are decided at the Council's planning committee which is called the Development Control Board. This includes any planning applications recommended for approval which five or more people have objected too in writing. If you object to a planning application which goes to the Development Control Board the Council will send you the details of how to register to speak at the Council's Development Control Board if you wish.

Once the Council has decided whether to approve or refuse a planning application it confirms this by publishing a decision notice on the Council's website.

Where the Council has refused planning permission an applicant has the right to appeal the decision. Where an appeal is lodged an inspector from the Planning Inspectorate is appointed. If you have objected to a planning application that goes to appeal the Council will write to you via email or letter to explain the next steps. In some circumstances the Inspector will instruct the Council to begin a consultation with the public at the appeal stage. At this point the inspector will consider these comments alongside any comments which were submitted at the planning application stage.

Planning Aid for London is a registered charity, which can provide free and independent town planning related advice to individuals and groups unable to afford professional consultants. Planning Aid can assist people with their own planning applications or can help them to comment on planning applications or planning policy consultation documents. It can also advise groups on fundraising strategies, community development and consultation methods.

Planning Aid for London, Planning Aid Resource Centre
Unit 3.01 Whitechapel Technology Centre
65/75 Whitechapel Road
London, E1 1DU
Tel: 020 7247 4900

Table Three – Consultation/Publicity for Planning Applications

Type of Application	Publicity Normally undertaken for each type of application.			Notes
	Site Notice	Press Notice	Neighbour Notification Letters	
Major Planning Applications	Yes	Yes	Yes	Letters will be sent to properties adjoining the application site, where they can be identified or/ and a site notice will placed on or near the application site. The Council may consult more widely if the application is likely to be controversial.
Other Applications Including Minor and Household	See Notes	No	Yes	Letters will be sent to properties adjoining the application site, where they can be identified or/ and a site notice will placed on or near the application site. The Council may consult more widely if the application is likely to be controversial.
Applications for Listed Building Consent and Conservation Area Consent	Yes	Yes	Yes	Site notices are not normally required if the proposed works only affect the interior of a Grade II listed building.
Application for Certificates of Lawfulness of Proposed Use or Development	No	No	No	There is no need to carry out publicity on applications for Certificated of Lawfulness of an existing use or development because the decision is a legal judgement.
Applications Required by a Condition Attached to a Grant of Planning Permission	No	No	No	No publicity is undertaken with regards to these types of application.
Prior Approval Applications – Telecommunications	See Notes	No	No	In some very specific circumstances a press notice is required by law
Prior Approval Applications Demolition	Yes	No	No	Publicity is undertaken by the applicant. The applicant shall display a site notice on or near the land on which the building to be demolished is sited and shall liable the notice in place for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted by the local planning authority. Publicity is for information purposes only.
Application Accompanied by an Environmental Statement	See Notes	See Notes	See Notes	Advertisement in the local newspaper and a site notice or neighbour notification.
Proposals departing from the Development Plan	See Notes	See Notes	See Notes	Advertisement in the local newspaper and a site notice or neighbour notification.
Proposals affecting Public Right of Way	See Notes	See Notes	See Notes	Advertisement in the local newspaper and a site notice or neighbour notification.