

**The Royal Borough of
Kensington and Chelsea
Local Development Framework**

**Community involvement
December 2007**

**PREPARING A NEW PLAN
FOR YOUR BOROUGH**

Our Vision

“The Council is committed to consulting and listening to the views of local residents and businesses to inform its decisions”

RBKC Cabinet Business Plan 2006/7 - 2008/9

This is the Council’s first Statement of Community Involvement. It sets out how we plan to invite and encourage both the local community and the wider public to play an active part in the planning process that effects our lives.

Our aim is that by involving the whole community in the planning process we can create a strategy for development within Kensington and Chelsea that meets the aspirations of the widest possible range of people, communities and organisations.

Councillor Daniel Moylan

Deputy Leader and Cabinet Member for Planning Policy, Housing Policy and Transportation

Introduction

- I.0 Planning affects all our lives. The homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on are all the result of planning decisions. Those decisions affect where we live, work and relax; where new shops and community facilities are built; what happens to our open spaces and our historic buildings. In short, they affect every aspect of our lives.
- I.1 For many people, though, the planning process is something they know very little about and take very little interest in. The only time it affects them is when they are sent a letter from the Council about a development near to their home or to their office. Planning affects everything they do but is rarely in their thoughts.
- I.2 The Royal Borough Council has always tried hard to involve people in the planning process, by keeping residents informed, by publicising development proposals widely and by listening to the views of people living near to those developments. This document takes that process one step further by setting out exactly how the Council will involve the community both in the way it plans for the future of the Royal Borough and in how it puts those plans into action.
- I.3 It is about more than making sure the right people are given a chance to comment on individual proposals – although that’s an important part of it. It is about making sure that the whole community is given a say in the overall development framework – the background documents that will later guide individual decisions.
- I.4 This document - the “Statement of Community Involvement” (SCI) – sets out how the many different individuals and groups within the Royal Borough will be given the opportunity to influence the future shape of the Royal Borough. It explains clearly who will be consulted and how and when consultation will take place, both when new planning policy is decided and when individual planning applications are considered.
- I.5 As the Council’s first SCI, it will change over time and in response to comments and legislation. Once adopted it will be regularly reviewed. It may change, for instance, if the Council decides it needs to consult with different groups within the community or use different techniques to reach a specific audience.
- I.6 Above all, it is designed to involve the people of Kensington and Chelsea in the future of Kensington and Chelsea.

Why do we need this SCI?

- 2.0 New planning rules brought in by the Planning and Compulsory Purchase Act of 2004 have changed the way Councils are required to put together plans for their areas. At the same time they make it clear that Councils must consult local people – not just on individual planning applications but about the whole development framework for areas such as the Royal Borough of Kensington and Chelsea.
- 2.1 The Act requires the Unitary Development Plan to be replaced with a collection of documents known as a Local Development Framework.
- 2.2 The Local Development Framework will bring together various Local Development Documents in which the Council will set out the overall strategy for the Royal Borough. These documents together with the London Plan form the Development Plan for the borough.
- 2.3 Local Development Documents will be made up of a number of ‘top level’ Development Plan Documents together with Supplementary Planning Documents – documents that provide specific guidance on policies within a Development Plan Document.

Development Plan Documents

- 2.4 Development Plan Documents deal with how land in the Royal Borough should be used and are used as a reference point when planning applications are considered. The Council will prepare the following Development Plan Documents for Kensington and Chelsea:

Core Strategy	Sets out the Council’s vision and strategy for the Royal Borough and the core policies it believes are needed for that vision to be achieved
Site Allocations	Sets out how the Council believes individual development sites should be developed and used
General Development Control Policies	Policies which set out the “rules” the Council believes must be followed so that development within the Royal Borough matches the vision
Area Action Plans	Documents which set out a planning framework for specific areas where significant change or conservation is planned

- 2.5 The community must be consulted on all Development Plan Documents. These documents also need to be considered by a government Inspector before they can be ‘adopted’ by the Council.

Supplementary Planning Documents

- 2.6 Supplementary Planning Documents which are included in the Local Development Framework need to show community involvement but do not have to go before an Inspector. Their job is to give additional guidance to policies in the Development Plan Documents.

2.7 As well as the Development Plan Documents and Supplementary Planning Documents, the Local Development Framework for the Royal Borough will include:

A Proposals Map – which will illustrate the policies in the Development Plan Documents.

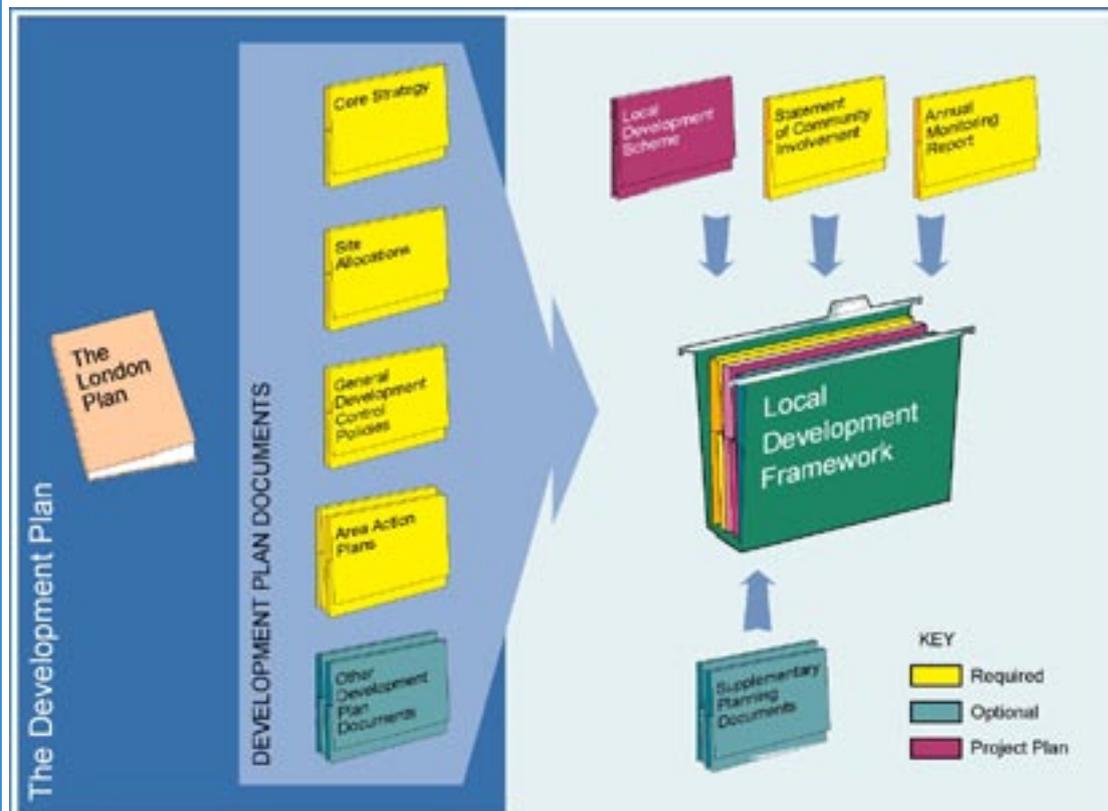
The Local Development Scheme – essentially the timetable for preparing Local Development

An Annual Monitoring Report – which will check progress against the Local Development Scheme and will outline to what extent Development Plan Documents policies are being achieved.

A Sustainability Appraisal/Strategic Environmental Assessment

– a check on how far the Local Development Framework contributes to “sustainable development”. The appraisal will consider the social, environmental and economic effects of Development Plan Documents and Supplementary Planning Documents. The Sustainability Appraisal will be part of the Local Development Framework from the start and the community will also be consulted on these documents.

Figure One
The Local Development Framework



2.8 While the names of many of these documents are new, the type of information they will contain is not. Councils have for many years produced planning guidance and prepared strategies for local development. What is new is the specific requirement to set out exactly how consultation will be carried out.

Consulting the community on the Local Development Framework

Who will we consult?

3.0 In developing planning policy two groups of people need to be consulted.

- 1 Organisations that used to be called “statutory consultees” are now referred to as “Specific Consultation Bodies”. These are agencies that are specifically identified in regulations.
- 2 Other interest groups, which cover the whole range of voluntary, community, special interest, amenity and business interests, are referred to as “General Consultation Bodies”.

Specific Consultation Bodies

3.1 The Town and Country Planning (Local Development) (England) Regulations 2004 define the following bodies as ‘specific consultation bodies’:

- Government Office for London
- The Mayor of London
- Highways Agency
- London Development Agency
- Department of Environment, Food, and Rural Affairs - DEFRA
- Adjoining Local Planning Authorities
- The Environment Agency
- The Countryside Agency
- English Nature
- Historic Buildings and Monuments Commission for England
- Strategic Rail Authority
- Relevant telecommunications companies
- Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers

3.2 With regard to the SCI, the statutory requirements are to consult the following bodies:

- Government Office for London
- Greater London Authority
- Adjoining Planning Authorities
- Highways Agency

General Consultation Bodies

3.3 The government has defined “General Consultation Bodies” as voluntary organisations whose activities benefit any part of the authority’s area, together with bodies representing

- a) different racial, ethnic or national bodies in the authority’s area
- b) different religious groups in the authority’s area
- c) disabled people
- d) business people

- 3.4 Besides these groups, the Council is committed to involving as many local people and organisations as possible when drawing up the planning framework for the Royal Borough. This applies particularly to 'hard-to-reach' groups such as young people, ethnic groups, disabled people, those with special needs or others who might otherwise be excluded from the process.
- 3.5 The Council is committed to delivering fair, accessible and relevant services, which recognise the different communities within the Borough and which will meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995. The preparation of the LDF will fully comply with these requirements and with the Council's Corporate Equality Policy 'Promoting Equality and Respecting Diversity'.
- 3.6 To this end the Council will make the SCI and the other documents which make up the LDF available, on request, by a range of alternative formats, including Braille, large print and other languages or in audio format
- 3.7 Community groups, organisations and societies often represent many local residents and communities. They have varying experience of the new planning system and different capabilities to get involved. However they will be consulted on all LDF documents.
- 3.8 The SCI will therefore need to be flexible enough to ensure information not only reaches the right people but reaches them in a way that allows them to make the best use of it.
- 3.9 The Council has already identified a need to consult with the following local groups and societies which operate within the borough:
- Amenity and conservation groups
 - Black and minority ethnic groups
 - Health care groups
 - Housing interest groups
 - Kensington and Chelsea Partnership
 - Local businesses/business groups
 - Local disability groups
 - Local gypsies and travellers
 - Local residents' associations
 - Older people
 - Planning agents
 - Religious groups
 - Young people
 - Other groups
- 3.10 A list of the groups and organisations contained within Planning Policy Statement 12 which the Council currently plans to consult can be viewed at Appendix Two.
- 3.11 The Council keeps a database of those who respond to consultation documents. Anyone can request that their details are added to the database and they will then be consulted as the process of creating the Local Development Document proceeds. If you would like your organisation to be consulted, please let us know.

How will we consult?

- 4.0 The Council will use a range of consultation techniques during the preparation of the Local Development Framework. However the primary form of consultation will be in the form of direct mail outs of letters, newsletters and leaflets.

Letters

- 4.1 Letters will be sent to all contacts on the LDF consultation database. These letters will include information on how and where to obtain copies of the document out for consultation and the methods in which representations can be made.

Leaflets and newsletters

- 4.2 Leaflets summarising the key consultation documents will highlight the main issues and let people know how they can get involved. They will be published on the Council's website and be available at Council Offices, libraries and other public locations. Response forms, with pre-paid envelopes, will be supplied.
- 4.3 Consultation documents produced throughout the plan preparation process will be simple, concise and easy to understand. The Council will make sure that people whose chosen language is not English or who are visually or otherwise impaired can still take part.
- 4.4 Information on the Local Development Framework will also be included within the RBKC newspaper The Royal Borough and in the Council's e-magazine RBKC Direct. A special edition of this magazine – which is distributed via e-mail – will be used to generate discussion and comments on planning issues early in the consultation process.

Web Site

- 4.5 The timetable, news updates and background documents will all be available on the web at www.rbkc.gov.uk/Planning/localdevelopmentframework/default.asp. Documents produced as part of the Local Development Framework process will be published on the internet and e-mail comments will be invited. A Local Development Framework Message Forum on the website will encourage debates and discussions on planning issues.

E-mail

- 4.6 A specific address, PlanningPolicy@rbkc.gov.uk, has been set up to allow easy contact with the policy team, while an 'e-mail alert' system will automatically let interested parties know about key stages and updates.

Telephone

- 4.7 A dedicated Local Development Framework hotline has been set up on 020 7361 3879.

Exhibitions, meetings and events

- 4.8 Exhibitions at key stages in the preparation of the Local Development Framework will update people on the policies and proposals in the plan. Where possible they will be held in easy-to-reach places such as Council offices or neighbourhood community buildings. Other meetings will include workshops, focus groups and meetings with local interest or amenity groups.

Press and Public Relations

- 4.9 Regular press releases will be used to keep the local community informed. Interviews will also be given to press and radio reporters on request.

Members

- 4.10 Councillors are a vital link between the local community and the Council. The Local Development Framework Member Advisory Group will assist with the review of major policy areas.

Consultation Champions

- 4.11 Representatives from local community groups and organisations have agreed to act as ‘consultation champions’ within their particular community in order to encourage people to respond to key consultation stages. The Council will help to facilitate and finance specific consultation events held by the consultation champions.

If you would like to volunteer to become a consultation champion, please let us know.

When will we consult?

- 4.12 Each Development Plan Document has to go through various stages, with consultation taking place during several of these stages. The flowchart on page 12 shows those stages and **Appendix One** outlines the consultation arrangements in more detail.

So how will it work? A step-by-step guide to Development Plan Documents consultation

The following process will be the same for each of the Development Plan Documents.

Stage 1 - Issues and Options (Regulation 25)

- 4.13 This stage is formally known as the “Pre-Submission Consultation” stage. It represents the first step in preparing the Development Plan Document and is the point at which the Council gathers evidence and information about the Royal Borough in order to identify the area’s needs and what opportunities and constraints there are. In short, this is a chance to look at the “issues” and think about the “options” for dealing with them. The Council will involve groups and organisations to identify the issues in order to develop a wide-ranging information base.
- 4.14 The consultation process for the Development Plan Documents was kick-started by the publication of an Issues and Options paper designed to focus the debate and provide a starting point for discussion. The purpose of the consultation was to ‘front load’ the plan-making process and to encourage people to comment as early as possible.

Stage 2 - Preferred Options Consultation (Regulation 26)

- 4.15 Having regard to the issues raised by Stage 1, the Council will set out its chosen way forward in a Preferred Options Report. This will set out policy issues and give clear reasons for the chosen options. The document will also list the alternatives that were considered and suggest possible sites for development.

4.16 There will then be a six-week consultation period during which the public will be invited to comment on the Preferred Options Report. Those of you wishing to influence policy and plan preparation should comment at the Preferred Options stage.

4.17 The Council will consider all the responses it receives to this report and will have regard to them in preparing for the next stage, when the Development Plan Document is submitted to the Government.

Stage 3 – Submission to Government (Regulation 28)

4.18 After taking account of the consultation on its preferred options, the Council will prepare the Development Plan Document and submit it to the Secretary of State for what is known as “independent examination”.

4.19 At the same time as the Council submits the document to the Secretary of State, it will make it available for public comment over a six-week consultation period. At this stage the Council’s main objective will be to alert the public to the opportunity to comment on the policies and proposals in the Development Plan Document. Those wishing to seek alteration to the DPD at submission stage will need to demonstrate how the plan is unsound.

Stage 4 - Further consultation on site allocations

4.20 The Development Plan Document will include proposed development sites on which people will be invited to comment - and they may suggest alternatives or changes. Once all these comments and alternative suggestions have been received, the Council will advertise any new or additional sites together with any proposed boundary changes. A further six-week consultation period will then be held to allow further comment on the new, or changed, sites.

Stage 5 – Post-submission involvement

4.21 Once he/she has received the document, the Inspector will consider what sort of consultation and public involvement is necessary as part of his or her independent examination of it. The Inspector will look at how closely the process of preparing the Development Plan Document has followed the Council’s own SCI and will check that it conforms with the London Plan. A date for the Independent Examination and any Inquiry will then be set, probably no more than three months in the future.

Stage 6 – Examination

4.22 Following the Independent Examination, the Planning Inspector will prepare a report advising on any changes to the Development Plan Document which are considered appropriate. The Inspector’s Report will be binding on the Council who will amend the Development Plan Document on the basis of this report. A six week period for legal challenge exists at this stage, after which the Development Plan Document can be adopted and formally incorporated into the Local Development Framework.

Feedback

4.23 Following each public consultation stage, the Council will respond to the representations received in the following ways:

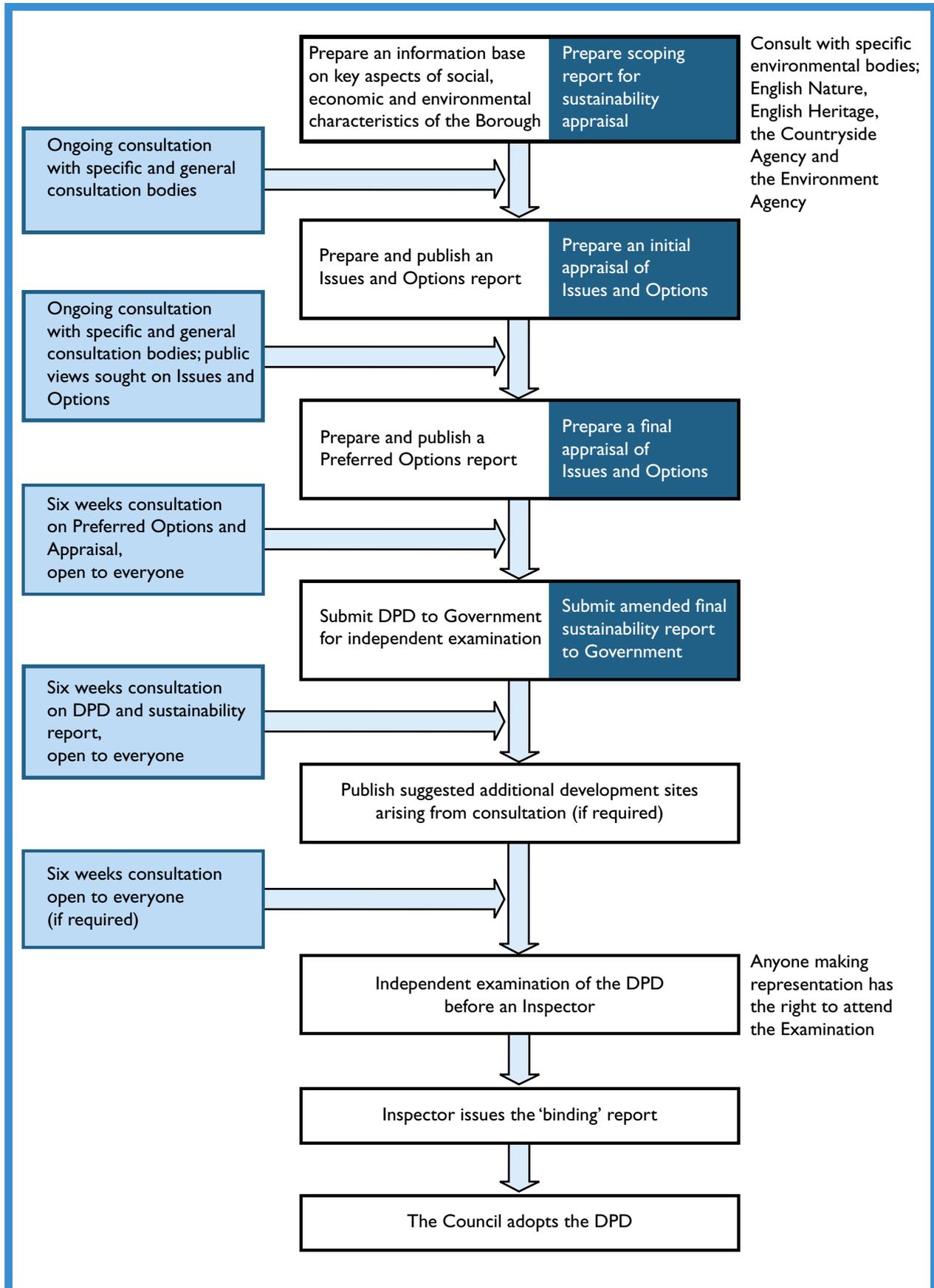
- Allocate each respondent a unique reference number and acknowledge all responses within five working days of receipt;
- Give full consideration to all of the representations received and engage in further discussions where this will assist the Council in developing the Development Plan Document;
- Contact consultees to clarify any points that have been raised;
- Pursue any issues, options and points raised by the consultation process;
- Prepare a report summarising all the response received and the Council's response to the comments. The report will be considered by the Cabinet Member for Planning Policy, Housing Policy and Transportation and the Overview and Scrutiny Committee on the public realm. It will also be made available on the Council's website (www.rbkc.gov.uk), at the Planning Information Office at Kensington Town Hall and in all borough libraries; and
- Send all consultees a letter explaining where and when the report on the outcome of the consultation process is available.

Publicity

4.24 Local newspapers and the Council's website will be used to advertise any of the following events during the Local Development Framework preparation process.

- Pre-submission consultation
- Submission consultation
- Notification of the Independent Examination
- Publication of the Inspector's Report
- Adoption of a Development Plan Document or Supplementary Planning Document
- Withdrawal of a Development Plan Document or Supplementary Planning Document
- Direction by the Secretary of State to change or not to adopt a Development Plan Document
- Call-in of a Development Plan Document by the Secretary of State prior to adoption

Figure Two The Development Plan Documents Consultation Process

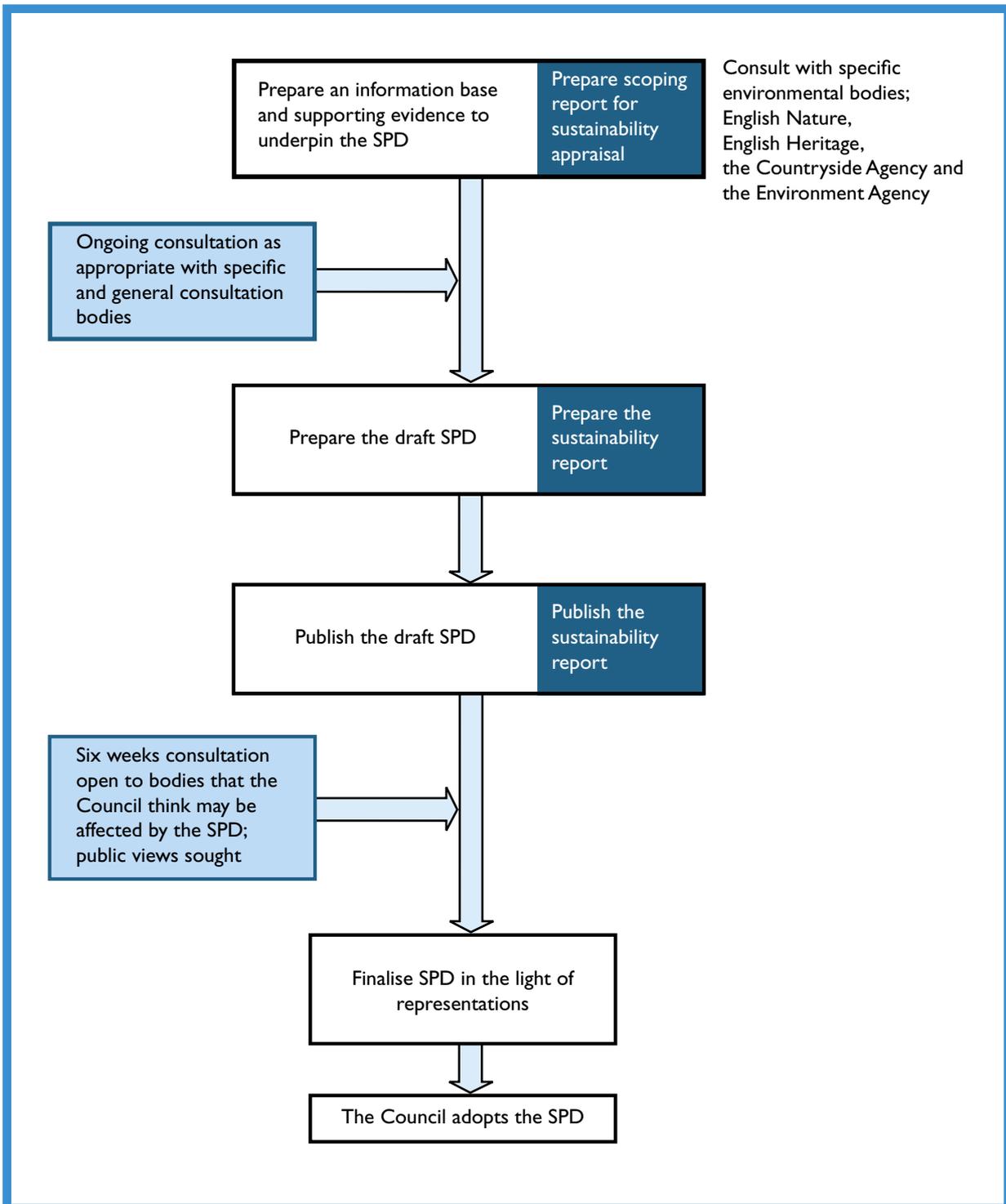


Consultation arrangements for Supplementary Planning Documents

- 5.0 The aim of Supplementary Planning Documents is to explain and provide more detail on the policies and proposals contained in the Council's Development Plan Documents. The process for preparing them is similar except that the Council does not need to produce Preferred Options and there is no Independent Examination stage.
- 5.1 The Council is committed to involving the community in the way it produces Supplementary Planning Documents, although the level of involvement will vary from document to document.
- 5.2 The Local Development Scheme sets out what Supplementary Planning Documents will be prepared and when consultation will take place. The Table in **Appendix One** outlines the consultation arrangements for producing a Supplementary Planning Document.
- 5.3 The Council will consider all the comments it receives on draft Supplementary Planning Documents and make any changes it feels are appropriate. It will publish a summary of the main issues raised and explain how they have been dealt with. That summary will be available on the website and at the Planning Information Office at Kensington Town Hall and local libraries.
- 5.4 The final ("adopted") Supplementary Planning Document will include a statement explaining what consultation has been undertaken and how the Council dealt with it, together with a copy of the final Sustainability Appraisal statement.

Figure Three

The Supplementary Planning Document Consultation Process



Consulting the Community on Development Control – dealing with the detail

- 6.0 Development Control refers to the way the Council deals with planning applications from people who want to do anything from extending their house to building a new shopping centre. Publicising those planning applications is an important role for the Council as it gives people a chance to comment on things that may impact on their quality of life.
- 6.1 The Council's aim is to make sure that every resident or business owner within the borough has an opportunity to comment on a proposed development that may affect him or her. This goes beyond the Government's minimum requirements.

Pre-application discussions

- 6.2 The Council is keen to encourage developers to discuss their proposals with planning officers and other statutory consultation bodies before submitting an application as this can prevent objections being made later. The Council also encourages those submitting proposals for larger schemes or schemes of a sensitive nature to undertake consultation with the local community before submitting a planning application.

Publicising planning applications

- 6.3 The sort of publicity needed for each application will depend on the type of application. It is up to the Case Officer or Area Team Leader to determine what is appropriate in each case.
- 6.4 When a planning application is received, a site notice is placed on or close to the application site advertising the details of the proposed development. Site notices are displayed for at least seven days and people have 21 days to respond. Neighbours are written to and also given 21 days to respond.
- 6.5 However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- 6.6 The Council operates a system of e-mail alerts for anyone who wishes to be notified of planning applications in a particular street, ward or larger geographical area. Please see www.rbkc.gov.uk/planning for details.

Major planning applications

- 6.7 Developments are considered to be 'major' when they involve:
- 10 or more dwellings or a site of more than 0.5 hectares (1.2 acres)
 - Floorspace of more than 1,000 square metres (10,764 sq ft) or a site area larger than one hectare (2.5 acres)
 - Mineral workings
 - Waste disposal facilities
- 6.8 The consultation arrangements for major planning applications are outlined at Appendix One. When major developments are planned it is even more important that they are discussed fully with the applicant and the developer before the application is submitted. In some exceptional cases the application will be so significant that the Secretary of State will designate it as a "major infrastructure project". It will then be subject to a Planning Inquiry.

Other planning applications

- 6.9 For other planning applications, including most 'domestic' applications for such things as extensions, the publicity process will be similar to that for major applications. More information is given at Appendix One.

The Planning Applications and Major Planning Development Committees

- 6.10 The Planning Applications and Major Planning Development Committees play a vital part in considering planning applications. Anyone who has commented on an application may request permission to speak at the Committees. Names of those wishing to speak must be agreed by, and given to the Secretary to the Executive Director of Planning and Borough Development at least 24 hours before the meeting. The Committee will not hear representations from the floor unless prior agreement has been given. If there are no objectors attending to make representations on an application, the applicant will not be allowed to speak.

Feedback on planning applications and decisions

The Council will:

- Notify Councillors of any applications within their ward that receive three or more objections.
 - Explain in the report to the committee what representations have been received and what the Council's response is to those issues.
 - Write to anyone who made representations on an application to tell them what the decision was and give them contact details.
 - Where a case is to be heard by the The Planning Applications or Major Planning Development Committee, write to anyone who has made representations to give them the date of the meeting and advise them on the procedure for applying to speak at the Committee.
 - Publish on the website a list of items to be considered at the next The Planning Applications and Major Planning Development Committees, together with Committee reports.
 - Offer an e-mail alert system for anyone interested in a particular application.
 - Publish on the website a list of all applications determined under delegated powers by the Executive Director of Planning and Borough Development.
 - Publish on the website a monthly list of all decisions regarding trees.
 - Advertise information and decisions on all planning and enforcement appeals in the local newspaper.
 - Notify by email those who have registered to receive notification of planning applications and planning decisions within a particular street, ward or larger geographical area.
- 6.12

Appeals

Only applicants can appeal. Everyone who was consulted on the original planning application will be advised that an appeal has been received and told how they can make their views known.

Finding out more about planning applications

The Planning Information Office

- 6.13 Plans of proposed developments can be seen at the Planning Information Office in Kensington Town Hall. The Planning Information Office provides guidance and information on what needs planning permission, what happens to planning applications, Conservation Areas and Listed Buildings and appeals. The office also holds a register of current planning applications.

Weekly Lists

- 6.14 Weekly lists of all planning applications received (and made) by the council are circulated to local newspapers and to Councillors. The list can also be sent to other groups or individuals and is available on the Council's website.

Libraries

- 6.15 A copy of the weekly lists and decisions made by the Council are available for inspection at the Central, North Kensington and Chelsea Library.

Section 106 Agreements

- 6.16 As part of the Local Development Framework the Council will be drafting a new policy on Section 106 agreements. The Council will also produce a Supplementary Planning Document entitled 'Planning Obligations'.

Influences on the Statement of Community Involvement

Legal Requirements

- 7.0 There are legal requirements that the Council has to meet when preparing its SCI. Even while the document is being put together and agreed, the Council has to comply with what are known as “minimum requirements”. This means that the Council has to ensure that people in the community are encouraged to have their say while the Local Development Documents are being written. Legal requirements also exist for the way in which planning applications are publicised.
- 7.1 The Council is planning to continue to do more than meet the minimum requirements and will make sure people are consulted in a variety of ways while it prepares its SCI.
- 7.2 An Inspector will examine the final versions of the SCI and can make recommendations on which the Council has to comply. Once it is approved the Council must comply with the standards set out within the SCI.

Related Strategies

- 7.3 Kensington and Chelsea’s Community Strategy, “The Future Of Our Community”, was published by the Kensington and Chelsea Partnership in November 2005. The partnership includes representatives from the Council, the Police, the Primary Care Trust, the local community and the voluntary sector.
- 7.4 The Local Development Documents planned for Kensington and Chelsea will clearly provide opportunities to address many of the objectives set out in the Community Strategy since good planning is vital to improving the quality of life within the Royal Borough.
- 7.5 A new version of the Community Strategy will be published in 2008. Reviewing the document will provide an important opportunity to consult the local community on important issues. The Council is keen to use any opportunity to consult on both the Community Strategy and the Local Development Framework at the same time and to make the widest possible use of the results of that consultation.

Time Constraints

- 7.6 The Local Development Scheme sets out a timetable for agreeing the documents that make up the Local Development Framework, and so while consultation must be effective, it must also be time efficient. There are also time restrictions on deciding planning applications that cannot be ignored simply to allow wider or better consultation.

Resources

- 7.7 The SCI should show that the process of involvement can be resourced and managed effectively. Most of the consultation work will be the responsibility of the Council’s Planning Policy team. The team comprises six professional town planners and additional administrative support. Where appropriate, consultants will be employed by the Council to facilitate consultation initiatives.
- 7.8 The cost of undertaking the high profile and widespread programme of consultation will be met from Planning Delivery grant or from Departmental budgets. The cost of consulting on planning applications is met from within the existing Development Control budgets.

Monitoring and Review of the SCI

- 7.9 The Annual Monitoring Report will examine whether or not the Council has met the consultation requirements outlined in the SCI.
- 7.10 The Council will also monitor how effective consultation has been by asking for feedback from those consulted after each stage of the Local Development Framework preparation process. They will also be asked how they think the process could be improved.

Appendix One Development Plan Documents

Consultation Stages

DPD Consultation Stage: Issues and Options

Consultation Period: Various dates – see Local Development Scheme and Appendix Three for details

Purpose of Consultation

Informal – development of options and strategy development and bringing in relevant groups and organisations that can contribute to the development of an Local Development Framework information and evidence base. Aimed at helping the Council identify the issues that the Development Plan Document needs to address and the options that are available to deal with those issues.

Minimum Statutory Consultation Requirements

- Consult each of the specific consultation bodies considered by the Council to be affected by what is proposed in the Development Plan Document.
- Consult those general consultation bodies the Council feels are appropriate.
- Consult on the initial sustainability appraisal related to the issues and options.

Additional Consultation Arrangements

- Write to everyone on the Local Development Framework consultation database informing them of the stage reached
- Issue a press release on the issues and options consultation process.
- Encourage the use of consultation champions, especially from amenity societies and residents' associations.
- Invite landowners to suggest potential sites for inclusion in the Site Allocations Development Plan Document.
- Encourage key issues to be raised through the Royal Borough newsletter and RBKC Direct.
- Release an “Issues and Options” paper to generate debate.
- Circulate an “Issues and Options” summary leaflet for widespread distribution (translated into languages other than English as appropriate).
- Set up displays in Kensington Town Hall, Chelsea Library and the Westway Information Centre.
- Maintain a consultation database so that everyone interested can be kept informed.

DPD Consultation Stage: Preferred Options

Consultation Period: Various dates – see Local Development Scheme and Appendix Three for details

Purpose of Consultation

Formal consultation on the Council's preferred options before they are developed into the Development Plan Document that will be submitted to the Government for independent examination. The Preferred Options Report will set out policy issues, including alternative approaches where appropriate, for all the main subject areas, including possible site allocations. Aimed at seeking comments on how the Council is approaching the preparation of the Development Plan Document and making sure that the Council is aware of all possible options and issues before the Development Plan Document is prepared for submission.

Minimum Statutory Consultation Requirements

- Publish and consult on the Preferred Options for six weeks.
- Publish the Sustainability Appraisal Report.
- Make the Preferred Options Report and its supporting documents available for inspection during normal office hours at the Planning Information Office at Kensington Town Hall and at all local libraries for the six weeks of the consultation period.
- Publish the Preferred Options Report and its supporting documents on the RBKC website (www.rbkc.gov.uk) and state where and when the Preferred Options documentation can be inspected.
- Advertise in the local newspaper where and when the Preferred Options Report and its supporting documents can be inspected, how copies can be obtained, the closing date for representations and where they should be sent.
- Send copies of the Preferred Options Report and its supporting documents to each of the specific and general consultation bodies and tell them where, and by when, to send any comments.

Additional Consultation Arrangements

- Encourage the consultation champions, especially from amenity societies and residents' associations, to improve the level of response.
- Circulate a 'Preferred Options' summary leaflet for widespread distribution (translated into languages other than English as appropriate).
- Advertise the consultation process and the Preferred Options on public notice boards and in libraries around the borough.

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- Set up displays in Kensington Town Hall, Chelsea Library and the Westway Information Centre.
- Issue a press release on the Preferred Options consultation process at the start of the consultation period.
- Where possible advertise the Preferred Options through the Royal Borough newsletter and RBKC Direct.
- Offer community meetings, presentations and group discussions to consider the Preferred Options and preferred policy direction..

DPD Consultation Stage: Submission to Government

Consultation Period: Various dates – see Local Development Scheme and Appendix Three for details

Purpose of Consultation

To seek comments on the Development Plan Document that emerges following the consultation on the Preferred Options Report. The aim is to seek comments on the policies and proposals before the document is submitted to the Secretary of State for independent examination.

Minimum Statutory Consultation Requirements

- Publish and consult on the Development Plan Document six weeks.
- Make the Development Plan Document and its supporting documents available for inspection during normal office hours at Kensington Town Hall and at all local libraries for the six-week consultation period.
- Publish the Development Plan Document and its supporting documents on the RBKC website (www.rbkc.gov.uk) and state where and when the documentation can be inspected.
- Advertise in the local newspaper where and when the Development Plan Document and its supporting documents can be inspected, how copies can be obtained, the closing date for representations and where they should be sent.
- Send copies of the Development Plan Document and its supporting documents to each of the specific and general consultation bodies and tell them where, and by what date, to send any comments.
- Tell those people who asked to be notified when the Development Plan Document was due to be submitted to the Secretary of State.
- Publicise the document sufficiently to ensure that anyone who has an interest in the planning of the area is given an opportunity to comment on the Development Plan Document.

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Additional Consultation Arrangements

- Advertise the consultation process and the Development Plan Document on public notice boards and in libraries around the borough.
- Issue a press release on the consultation process at the start of the consultation period.
- Make the standard response form available wherever the Development Plan Documents can be viewed and electronically on the Council's website.
- Where possible write an article for the *Royal Borough* magazine.

DPD Consultation Stage: Further Consultation on Site Allocations

Consultation Period: Various dates – see Local Development Scheme and Appendix Three for details

Purpose of Consultation

To ensure that as soon as the Development Plan Document has been submitted to Government, people are given the chance to comment on alternative site allocations or boundary changes proposed during the consultation process.

Minimum Consultation Requirements

- Consult on suggested new site allocation for six weeks from the date the site allocations are published.
- Publish the suggested new site allocations on the Council's website (www.rbkc.gov.uk) and tell people how long they have to make further comments on these proposals.
- Make the Site Allocations paper and its supporting documents available for inspection during normal office hours at the Planning Information Office at Kensington Town Hall and at all local Libraries for the six week of the consultation period.
- Advertise in the local newspaper where and when the Site Allocation paper and its supporting documents can be inspected, how copies can be obtained, the closing date for representations and where they should be sent.
- Send copies of the Site Allocations paper and its supporting documents to each of the specific and general consultation bodies and tell them where, and by when, to send comments.

Additional Consultation Arrangements

- Issue a press release when the Site Allocations consultation period begins.
- Make the Site Allocations response form available wherever the proposals are on display.

Consultation Stage: Draft Supplementary Planning Documents

Consultation Period: Various dates – see Local Development Scheme and Appendix Three for details

Purpose of Consultation

To make sure people are involved in creating Supplementary Planning Documents, which cover a wide range of issues on which the Council wishes to give policy guidance to back up the policies and proposals in Development Plan Documents.

Minimum Statutory Consultation Requirements

- Consult on the draft Supplementary Planning Document for between four and six weeks.
- Make the draft Supplementary Planning Document and supporting documents available for inspection during normal office hours at Kensington Town Hall and at all local libraries throughout the consultation period.
- Publish the draft Supplementary Planning Document and supporting documents on the RBKC website (www.rbkc.gov.uk) and state where and when it can be inspected.
- Advertise in the local newspaper where and when the draft Supplementary Planning Document and supporting documents can be inspected, how copies can be obtained, the closing date for representations and where they should be sent.
- Send copies of the draft Supplementary Planning Document and supporting documents to the Government Office for London if it has asked for a copy and to those specific and general consultation bodies the Council considers to be affected by what it contains.
- Explain how the Council has complied with the Statement of Community Involvement.
- Ensure adequate publicity is given to the documents.

Additional Consultation Arrangements

- Consult on all draft Supplementary Planning Documents for the maximum period of six weeks.

Consultation: Major Planning Applications

Minimum Statutory Consultation Requirements

- Undertake at least 21 days' consultation on planning applications, giving people access to the information they need and the opportunity to respond. This will include notifying adjoining owners/occupiers by letter and giving them 21 days to respond.
- Display a notice on the site of the proposed development for at least seven days, giving people 21 days to respond.
- Advertise the proposed development in the local newspaper and give people 21 days to respond.
- Make a register and a copy of all current planning applications available to the public.
- Notify applicants of any decision on an application.
- Consult relevant statutory bodies.

Additional Consultation Arrangements

- Advise all potential applicants to consult local residents' groups before making an application.
- Consider all representations made up to the date the decision is made, even if this is after the 21-day period.
- Re-notify people who have expressed an interest in an application when the Council feels that there has been a significant change to the application that merits further publicity. The consultation period in such cases will be less than 21 days, depending on what the amendment is and how many neighbours are affected, but it will normally be at least seven days. The Council will not normally re-consult when small amendments are made to an application.
- Publish a weekly list of all planning applications received.
- Publish details of all planning applications on the website (www.rbkc.gov.uk).
- Visit registered disabled people to explain applications that may affect them.
- Offer an email alert system for people who wish to be notified of planning applications in a particular street, ward or larger geographical area.

Consultation: Other Planning Applications

Minimum Statutory Consultation Requirements

- Advertise the development in the local newspaper, put a notice on site, inform adjoining occupiers and give people 21 days to respond in each case.
- Carry out the other consultation procedures outlined for major development.
- Allow a response time of 21 days except for applications to fell or prune trees in a Conservation Area.
- Consult relevant statutory bodies.

Developments affecting a listed building, the setting of a listed building or the character or appearance of a Conservation Area

In these cases the Council will:

- Advertise the development in the local newspaper and give people 21 days to respond.
- Display a site notice for at least seven days and give people 21 days in which to comment.
- Make a register and a copy of all current planning applications available to the public.

Additional Consultation Arrangements

- Advise all potential applicants to consult local residents' groups before making an application.
- Consider all representations made up to the date the decision is made, even if this is after the 21-day period.
- Re-notify people who have expressed an interest in an application when the Council feels that there has been a significant change to the application that merits further publicity. The consultation period in such cases will be less than 21 days, depending on what the amendment is and how many neighbours are affected, but it will normally be at least seven days. The Council will not normally re-consult when small amendments are made to an application.
- Publish weekly a list of all planning applications received.
- Publish details of all planning applications on the website (www.rbkc.gov.uk).
- Visit the homes of registered disabled people to explain applications that may affect them.
- Offer an e-mail alert system for people who wish to be notified of planning applications in a particular street, ward or larger geographical area.

Appendix Two: Organisations to be involved in preparing the Local Development Framework

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

(Extracted from PPS12 Annex E)

Specific Consultation Bodies

The following bodies are specific and must be consulted on Development Plan Documents in accordance with the Act and Regulations:

- (a) The Mayor of London;
- (b) Transport for London;
- (c) A relevant authority any part of whose area is in or adjoins the area of the local planning authority;
- (d) The Countryside Agency;
- (e) The Environment Agency;
- (f) Highways Agency;
- (g) The Historic Buildings and Monuments Commission for England (English Heritage);
- (h) English Nature;
- (i) Network Rail;
- (j) A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
- (k) Any person to whom the electronic communications code applies by virtue of a direction given under section 106 (3) (a) of the Communications Act 2003;
- (l) Any person to whom the electronic communications apparatus situated in any part of the area of the local planning authority; and
- (m) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority;
 - (i) Strategic Health Authority,
 - (ii) A person to whom a licence has been granted under Section 6 (1) (b) or (c) of the Electricity Act 1986;
 - (iii) Persons to whom a license has been granted under Section 7(2) of the Gas Act 1986;
 - (iv) Sewage undertaker; and
 - (v) Water undertaker.

General Consultation Bodies

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic, ethnic or national groups in the authority's area;
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area;
- (e) Bodies which represent the interests of persons carrying on business in the authority's area;

Government Departments

The Government Office for London (GOL) should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, any Government Department or agencies where those departments or agencies have large land holdings in the area covered by a local development document will be consulted.

- (a) Home Office;
- (b) Department for Children, Schools and Families;
- (c) Department for Environment, Food and Rural Affairs;
- (d) Department for Transport;
- (e) Department of Health (through relevant Regional Public Health Group);
- (f) Department of Trade and Industry;
- (g) Ministry of Defence;
- (h) Department of Work and Pensions;
- (i) Department of Constitutional Affairs;
- (j) Department for Culture, Media and Sport;
- (k) Office of Government Commerce (Property Advisers to the Civil Estate)

Other Consultees

Local Planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

- (a) Age Concern;
- (b) Airport operations;
- (c) British Chemical Distributors and Traders Associations;
- (d) British Geological Survey;
- (e) British waterways, canal owners and navigation authorities;
- (f) Centre for Ecology and Hydrology;
- (g) Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- (h) Church Commissioners;
- (i) Civil Aviation Authority;
- (j) Coal authority;
- (k) Commission for Architecture and the Built Environment;
- (l) Commission for New Towns and English Partnership;
- (m) Commission for race equality;
- (n) Crown Estate Office;
- (o) Diocesan Board of Finance
- (p) Disability Rights Commission
- (q) Disabled Persons Transport Advisory Commission
- (r) Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;

- (s)** Environmental groups at national, regional and local level, including
 - (i)** Council for the Protection of Rural England
 - (ii)** Friends of the Earth
 - (iii)** Royal Society for the Protection of Birds; and
 - (iv)** Wildlife Trusts;
- (t)** Equal Opportunities Commission;
- (u)** Fire and Rescue Services;
- (v)** Forestry Commission;
- (w)** Freight Transport Association;
- (x)** Gypsy Council;
- (y)** Health and Safety Executive;
- (z)** Help the Aged;
- (aa)** Housing Corporations;
- (bb)** Learning and Skills Council;
- (cc)** Local Agenda 21 including;
 - (i)** Civic Societies;
 - (ii)** Community Groups;
 - (iii)** Local Transport Authorities;
 - (iv)** Local Transport Operators; and
 - (v)** Local Race Equality Councils and other equality groups;
- (dd)** National Playing Fields Association;
- (ee)** Network Rail;
- (ff)** Passengers Transport Authorities;
- (gg)** Passenger Transport Executives;
- (hh)** Police Architectural Liaisons Officers/Crime Prevention Designs advisors;
- (ii)** Port Operators
- (jj)** Post Office Property Holdings;
- (kk)** Rail Companies and the Rail Freight Group;
- (ll)** Regional Development Agencies;
- (mm)** Regional Housing Boards;
- (nn)** Regional Sports Boards;
- (oo)** Road Haulage Association
- (pp)** Sport England;
- (qq)** The House Builders Federation;
- (rr)** Friends, Families and Travellers;
- (ss)** Water Companies; and
- (tt)** Women's National Commission.

The Council is committed to involving as many local people and groups as possible as it creates the planning framework for the Royal Borough. It will work with existing partners and develop new partnerships.

Besides the groups, societies and organisations detailed in PPS12, the LDF database holds contact details of residents, local groups, societies and organisations. It would therefore be impractical to list the individual contacts on the LDF consultation database. However to give you an idea of the types of groups and societies contained within the database the contacts have been sorted into the following categories.

LDF Consultation Database Categories

- Adjoining authorities
- Agents (not representing clients)
- Councillors
- Education and schools
- Emergency services
- Employers, businesses and retailers
- Government departments
- Groups and Societies
 - Disability
 - Elderly people
 - Environmental
 - Ethnic minority/race equality
 - Gypsy and traveller
 - Health/social care
 - Housing
 - Open space and leisure
 - Religious faith
 - Transport
 - Women's
 - Youth/children
 - Other
- Health
- House builders
- Internal consultees
- Landowners
- Local residents
- Public bodies
- Registered Social Landlord
- Tenants Residents Association
- Transport
- Utilities
- Other

All contacts contained within the LDF consultation Database will be consulted at each stage of the LDF process. If you would like your organisation to be consulted, please let us know.

Appendix Three: Schedule of Proposed Local Development Documents¹

The Dates in this table have been taken from the revised Local Development Scheme (LDS). However the revised LDS has not been approved by the Government Office for London and seen by the Planning Inspectorate. As such, these are preliminary dates and whilst they are correct at the time of print they may be subject to further change. If you are in any doubt or have any questions in relation to the proposed dates please contact the Policy Team, whose contact details are listed at the end of this document or visit our website: https://www.rbkc.gov.uk/planning/localdevelopmentframework/ldf_page5.asp.

Document Title	Status	Description	Pre-Submission Consultation	Pre-Submission Public Participation	Submission Development Plan Document	Public Examination	Adoption
Statement of Community Involvement	Non DPD	Sets out how and when the Council will involve the community and others who have an interest in the Royal Borough in preparing Local Development Documents and major planning applications.	February - June 2005	June - July 2006	January 2007	June 2007	Following adoption of all DPDs
Core Strategy	DPD	The Council's vision and land use strategy and the core policies for achieving them.	November - December 2005	March-April 2007	July 2007	January 2008	November 2008
Development Control Policies	DPD	The suite of policies which set out the criteria against which planning applications will be considered.	November - December 2005	September - October 2008	March 2009	September - October 2009	July 2010
Site Specific Allocations	DPD	Allocations of sites for specific or mixed uses	June - July 2006	September - October 2008	March 2009	September - October 2009	July 2010
Proposals Map	LDD	Illustrates the policies and proposals contained in the DPDs	November - December 2005	September - October 2008	March 2009	September - October 2009	July 2010

¹ The Local Development Scheme provides an up to date program of document production

Document Title	Status	Description	Preparation	Consultation	Adoption and Publication
Urban Design Strategy	SPD	A statement of general design principles.	April 2005 - 2007	May - June 2007	August 2007
Access Design Guide	SPD	Best practice guidance on inclusive design standards.	September 2005 - June 2006	July- August 2006	March 2007
Designing out Crime	SPD	Guidance to ensure all new developments incorporate design principles which meet the objectives contained within the Community Safety Strategy and 'Safer Places'- The Planning System and Crime Prevention'.	September 2005 - February 2007	March - April 2007	June 2007
Commonwealth Institute	SPD	A Planning Brief to guide the future development of the site.	September 2005 - February 2007	April - May 2007	July 2007
Princess Louise Hospital Planning Brief	SPD	A Planning Brief to guide the future development of the hospital site.	October 2005 - March 2006	July - August 2006	January 2007
Clearings 1 and 2 Planning Brief	SPD	A Planning Brief to guide the future development of former storage facilities.	September 2005 - February 2007	March - April 2007	June 2007
Warwick Road Sites Planning Brief	SPD	A Planning Brief to guide the future development of the four sites on Warwick Road.	December 2006 - April 2007	May - June 2007	August 2007
Housing Standards	SPD	Guidance to set out housing standards.	April 2010	TBC*	TBC*

* To be confirmed in subsequent LDS

Document Title	Status	Description	Preparation	Consultation	Adoption and Publication
Transport	SPD	Guidance on transport standards.	September - December 2006	May - June 2007	July 2007
Conservation Area Guidance	SPD	Provides the planning framework for conservations areas.	January 2006 - December 2007	January - February 2008	May 2008
Employment Zones	SPD	Guidance for the Borough's Employment Zones.	April 2010	TBC*	TBC*
Air Quality	SPD	Guidance to help ensure improvement to the air quality levels within the Royal Borough.	February - April 2007	May - June 2007	August 2007
Elderly Persons' Accommodation	SPD	Provides guidance for the provision of new or the reuse or redevelopment of elderly persons' accommodation.	April 2010	TBC*	TBC*
Public Art	SPD	Advice on how works of art may be provided as part of the development process.	April 2010	TBC*	TBC*
Artists' Studios	SPD	Advice to help resist the loss of and inappropriate alterations to artists' studios.	April 2010	TBC*	TBC*
Streetscape	SPD	Good practice guidance for the design and implementation of traffic schemes.	April 2010	TBC*	TBC*

*To be confirmed in subsequent LDS

Document Title	Status	Description	Preparation	Consultation	Adoption and Publication
Planning Obligations	SPD	Guidance for developers on the planning obligations that will be expected when developing land within the Royal Borough	April 2010	TBC*	TBC*
Tele-communications	SPD	Guidance for the Borough's Employment Zones.	April 2010	TBC*	TBC*
Tree Strategy	SPD	Guidance to help ensure improvement to the air quality levels within the Royal Borough.	April 2008	TBC*	TBC*

* To be confirmed in subsequent LDS

Further Information

Copies of this document are available for inspection in local libraries and in the Planning Information Office, Room 325, Kensington Town Hall. Other related information is also available.

The SCI may also be viewed and downloaded free of charge from the Council's website at www.rbkc.gov.uk/Planning/

For further details or advice contact the Planning Policy Team:

by e-mail: PlanningPolicy@rbkc.gov.uk

by phone: call the dedicated Local Development Framework 'hotline': **020 7361 3879**

by writing to:

**The Executive Director of Planning and Conservation,
f.a.o The Policy Team,
The Royal Borough of Kensington and Chelsea,
The Town Hall, Hornton Street,
London, W8 7NX**



Notes