



# HILLINGDON

LONDON

## Hillingdon Council

Draft Revised Statement of  
Community Involvement

2021



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# 1 INTRODUCTION

## 1.1 THE PLANNING SYSTEM

1.1.1 The planning system is an important part of our lives and affects us all in some way; from the homes and streets we live in, the places that we work, the location and types of shops that we shop in, as well as the outdoor spaces and natural environment that we spend time relaxing in.

1.1.2 How Hillingdon Council's built environment develops in the future will be led by the planning system. It is therefore important that the local community and stakeholders know how they can take part in the planning process and participate in planning decisions.

1.1.3 Understanding the issues, opportunities, challenges and options is an important part in the plan-making process and engagement and consultation with relevant partners and communities is essential to this.

## 1.2 WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

1.2.1 A Statement of Community Involvement (SCI) sets out how the Council intends to involve all sections of the community in the planning process and engage with local communities, businesses and other interested parties when developing and reviewing planning documents and determining planning applications.

1.2.2 The SCI establishes formal arrangements and standards to enable the community to know how and when they will be involved in the preparation, alterations and review of Hillingdon's Development Plan and how they will be consulted on planning applications.

## 1.3 PURPOSE OF THE SCI

1.3.1 The aim of the SCI is to ensure that all sectors of the community in Hillingdon:

- Are informed about the planning documents being prepared or local planning applications being considered;
- Understand how they can make their views of these known;
- Have ready access to information;
- Are involved early in the decision-making process;
- Can put forward their ideas of views about issues and feel confident that there is a formal process for considering these;
- Can take an active part in preparing proposals or options to manage land use and future development in their community;
- Can comment on planning applications; and
- Will get feedback and be informed about progress and outcomes.

1.3.2 The Council wants to encourage everyone in the community to take up the opportunity to be actively involved in the preparation of the Development Plan and in the consideration of planning applications. The Council firmly believes that community involvement in the planning process can help:

- Develop better plans and achieve higher quality development, which is supported by the local community;
- Improve the quality and efficiency of decisions by drawing on local knowledge and minimising costly and unnecessary conflict;
- Educate all participants about the needs of local communities, the business sector and how local government works;
- Foster ownership and promote social cohesion by making real connections with people in the community and offering them a tangible stake in decision-making;
- Offer different, more locally relevant or practical solutions to resolve contentious or complex issues;
- Promote certainty to both the community and developers as to the type of land use or development desired by the community for certain locations or areas; and
- Achieve consensus in the preparation of the Development Plan.

## 1.4 WHAT IS THE LOCAL AUTHORITY REQUIRED TO DO?

1.4.1 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local authorities to prepare and maintain the Statement of Community Involvement (SCI). An SCI must set out how the Council intends to achieve community involvement, public participation and cooperation in the preparation of their Local Plan, including any Supplementary Planning Documents (SPDs), as well as setting out how they intend to involve the public when consulting on planning applications.

1.4.2 Hillingdon's last SCI was adopted in 2006 and so this SCI will include a number of updates in line with changes in legislation as well as national policy, guidance and best practice. This SCI will also identify opportunities for the use of technology to reach more people and enable more effective engagement.

1.4.3 The SCI has also been updated to take account of temporary changes to consultation practices due to the global Covid-19 pandemic.

## 1.5 OPPORTUNITIES FOR INVOLVEMENT IN THE PLANNING SYSTEM

1.5.1 There are two main parts to the planning system which the Council seeks to involve partners and communities in:

- **Planning Policy** is concerned with the preparation of local development documents and policies that are used to guide development in Hillingdon. These documents provide information on how the borough will change during the plan making period, which is usually for a minimum of 15 years. They also form the basis for determining planning applications. The documents must conform to relevant Government and London-wide guidance and policy and there are specific statutory procedures that must be followed during the preparation of the documents.
- **Development Management** is responsible for processing and determining planning applications for new development, changes of use for development and also determines

applications in relation to listed buildings, advertisements and works to certain trees where they are covered by a Tree Preservation Order. The Development Management team also provides pre-application planning advice. The **Planning Enforcement** team investigates and where appropriate acts where breaches of planning control have taken place.



Figure 1: Various stages of the planning process

## 1.6 TEMPORARY CHANGES IN RESPONSE TO THE COVID-19 PANDEMIC

1.6.1 The Government published amendments to Town and Country Planning Regulations in May 2020 and again in December 2020. The National Planning Practice Guidance (NPPG) was also updated to include paragraphs 76-82 and recommends that local authorities review and update their SCI and incorporate temporary changes that would help to prevent the spread of the disease but also allow the process of plan-making to continue.

1.6.2 NPPG paragraph 77 states that, "Where any policies in the SCI cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue".

1.6.3 Hillingdon Council has reviewed the SCI and is now updating it. While the pandemic is hopefully coming to an end, the SCI is being updated to ensure that any potential similar situation in the future is appropriately planned for and to ensure alternative engagement methods for both development management and plan-making are identified and easy to implement if necessary to do so. These temporary alternative methods will be identified as such in the relevant sections of this SCI.

1.6.4 The alternative consultation practices will be temporary and will only be used when it is not possible to use the preferred engagement methods.

## 1.7 PLANNING INFORMATION AND SUPPORT

1.7.1 Contact details for all the relevant Council planning departments are provided at the end of this document should you need to contact us.

1.7.2 Further information about the planning process and how the planning system works is also available online at the Planning Portal website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk). This website provides information on a number of different areas in planning in a clear and concise way.

1.7.3 Independent planning advice can also be obtained from Planning Aid, which is a voluntary service offering free, professional planning advice to community groups and individuals who cannot afford to employ a planning consultant. Planning Aid is independent from the Council. The contact details for Planning Aid are as follows:

**Online:** <http://www.rtpi.org.uk/planning-aid/>

**Telephone:** 020 7929 9494

**Email:** [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

**Advice on the neighbourhood planning process can also be found at**  
<https://neighbourhoodplanning.org/>.

**1.7.4 The Council also offers a translation and/or interpretation service to ensure more individuals can be included in the planning process. Translations to other languages, Braille or audio tape, or interpreters, can be provided for this document as well as other planning documents if required by contacting the Council.**

## 1.8 FUTURE REVIEW

1.8.1 The SCI will be reviewed regularly and updated when necessary to reflect any changes in legislation or best practice guidance. Planning practice guidance advises that SCI's are updated every five years at least. The Council will also ensure that the most effective and appropriate consultation methods are used and incorporate these into the SCI where necessary.

1.8.2 The Council is also investigating opportunities to improve online access to planning services and will be reflected within future reviews.

# 2 PLAN-MAKING

## 2.1 WHAT IS PLAN-MAKING?

2.1.1 Plan making is the process of shaping and influencing the future planning and development of an area. Plan-making involves preparing evidence-based policies and supporting guidance informed by engagement with local stakeholders. Planning policies set out the long-term framework for development in the borough and form the basis for determining planning applications.

2.1.2 In Hillingdon, the hierarchy of planning policy is as set out in Figure 2 below.



Figure 2: Hierarchy of planning policy in Hillingdon

2.1.3 Collectively, the adopted London Plan, Local Plan and any adopted Neighbourhood Plans form the 'development plan' for Hillingdon. Planning applications (with a few exceptions such as development which falls within permitted development) will be assessed against the development plan and the NPPF.

2.1.4 The NPPF and national planning legislation require Local Plans to be created in consultation with the community and interested stakeholders.

2.1.5 Whilst views can be submitted to the Council at any time in respect to local plan matters there will be specific points in the plan-making process where the Council will actively seek views on its Local Plan. Engagement and participation early in the plan-making process can help shape local plans as they are being prepared and provides the opportunity to influence planning and development outcomes in the borough.

2.1.6 Hillingdon's Local Plan must be in 'general conformity' with the London Plan which sets out the overall strategic plan for London and provides context for the Local Plan. The Local Plan

must also be 'consistent with' national policy (the NPPF). Within this framework of national and London-wide policy, local plans can address local issues in proactive and creative ways that respond to the views and needs of local communities provided policies are evidence-based. Views expressed by the community and other interested stakeholders can also form the basis for new policies and the amendment of existing policies.

2.1.7 Local communities are also able to influence development in their area through Neighbourhood Planning, which is covered later in the document.

2.1.8 The final tier are those documents produce to support and guide the implementation of policies in the development plan. These can take the form of statutory Supplementary Planning Documents (SPDs) as well site briefs or master plans. Such documents cannot introduce new policies but they can explain how a particular policy should be applied.

## 2.2 CONSULTATION METHODS

2.2.1 The Council understands that consultation at different stages of plan preparation have different degrees of impact on the final content of the plan. Wide and more in-depth engagement particularly at the initial stages of plan preparation is the most important in affecting the direction of the plan and its policies. This is when participants have the most ability and effect on shaping the plan and a wide range of views are sought. The later stages are very important in helping refine policies in order to ensure they have the desired impact and those that have already participated have an opportunity to build on their initial ideas. The Council has therefore considered what additional measures beyond the statutory requirements it can employ to maximise participation at these early stages. Different methods will be used according to the scope of the consultation, the target audience and the resources available. Figure 3 outlines some of the different methods of consultation which will be utilised.



Figure 3: Consultation methods Hillingdon Council will utilise for plan-making

## 2.3 WHO WILL THE COUNCIL INVOLVE IN THE PLAN-MAKING PROCESS?

### DUTY TO COOPERATE

2.3.1 The Localism Act 2011 places a duty on the Council to work and cooperate with other local planning authorities, the County Council and other prescribed bodies to address strategic planning issues that cross administrative boundaries.

2.3.2 As part of the duty to cooperate process, authorities are required as set out in the NPPF, to produce and maintain statements of common ground, which is a written record of progress made by strategic policy-making authorities during the process of planning for strategic cross-boundary matters. The purpose is to document where cooperation is and is not happening through the plan-making process. The statements will provide evidence that local plans are effective in relation to them being deliverable over the specified plan period and are sound in that they have been based on effective joint working on cross-boundary strategic matters.

2.3.3 The Council will meet its requirements under the duty to cooperate through regular engagement with its partners and will publish statements of common ground as they are prepared and finalised for publication.

#### **'SPECIFIC' AND 'GENERAL' CONSULTATION BODIES**

2.3.4 Legislation provides the minimum legal requirement for consultation on local plan documents. This includes:

- Specific consultation bodies who must be consulted at formal consultation stages in Local Plan production. This includes statutory authorities such as neighbouring boroughs / districts, government agencies and utility providers;
- General consultation bodies include organisations and bodies who have an interest in the borough. This can include interest and amenity groups, resident's associations, property, trade and business associations, voluntary organisations and community groups; and
- Residents, businesses and landowners located in the local authority area.

2.3.5 It should be noted that not everyone in the borough will be contacted directly in respect of every planning document but details of such consultations will be made publicly available by a range of communication methods outlined in this document. Elected Council Members will be notified directly of consultation on every planning document produced by the Council. Residents, businesses or landowners/representatives are also able to sign up to the Council Planning Policy Consultation Database if they wish to be contacted directly with regards to planning documents.

2.3.6 As an example, an SPD that relates to only part of the borough or is being produced on a specific topic area may benefit from targeted consultation in that area or with specific partners or sections of the community.

2.3.7 Following key consultation stages, the Council will produce consultation summary reports which will provide information on the key issues raised and will provide a response to these prior to finalising a planning document. This summary will be available on the Council's website. It should also be noted that in many cases responses to the consultation may also be published in accordance with the relevant Privacy Statement.

#### **2.4 TEMPORARY CONSULTATION ARRANGEMENTS IN THE EVENT OF FUTURE SOCIAL DISTANCING**

2.4.1 Under current circumstances (and in the event of any similar circumstances in the future) there may be variations to the consultation methods used. In these situations, the Council will seek to prioritise usage of consultation methods which allow for social distancing, such as

increased use of social media, and will limit or stop altogether consultation methods which potentially put consultees at risk, such as public exhibitions and group meetings.

2.4.2 For certain consultations, the Council would ordinarily provide planning policy documents for inspection at various locations across the borough such as libraries and the Civic Centre. However, this may not be possible during times where social distancing is required or where the libraries remain closed.

2.4.3 Prior to the Coronavirus pandemic, the Government encouraged the use of social media tools and other platforms to communicate with communities in plan-making. This has now been emphasised further in an update to comply with COVID-19 guidance. The Council will keep under review its engagement processes and methods to ensure that consultation and engagement with our communities and stakeholders is effective whilst also ensuring the safety and well-being of all those involved. Where it is not possible to undertake certain methods of consultation due to social distancing, the Council will use all of its available channels of communication and will use online engagement methods to ensure that effective consultation on the Local Plan and other Local Plan Documents can take place. Further detail in relation to the consultation methods to be used will be provided at the time of the consultation, when we are aware as to whether any restrictions are in place at that time.

## 2.5 DEVELOPMENT PLAN DOCUMENTS

2.5.1 Development Plan Documents (DPDs) are planning policy documents which make up the Local Plan. The Local Plan is the Council's overarching planning policy document and part of the statutory development plan. The Local Plan sets out the strategic priorities for development of our borough and covers housing, commercial, public and private development, including transport infrastructure, along with protection for the local environment. It provides clear guidance on what development will and won't be permitted in the borough. At one end of the scale the Local Plan provides, for example, the policy framework against which we will assess a strategically important housing site. What new roads will be needed? What new schools or medical uses must be provided? How many of the homes must be truly affordable? At the other end, it includes the detailed policies which allow us to assess the suitability of the loss of a shop, a new basement or householder development.

2.5.2 To develop the Local Plan, the Council must have regard to statutory provisions, case law, and national and regional guidance. The Local Plan is consulted on and undergoes public examination conducted by a Planning Inspector appointed by national government. The Local Plan must progress through a number of stages until its ultimate adoption. The regulations set out minimum requirements for consultation throughout the plan preparation process.

2.5.3 Figure 4 below sets out the main stages in the local plan preparation process. It highlights both statutory and non-statutory stages which Hillingdon Council is committed to following.



Figure 4: Stages in producing and adopting a local plan

2.5.4 There are opportunities for the community to be involved at various stages in the plan-making process, however involvement at the earliest stages in the plan-making process is likely to have the greatest influence on the final scope and content of the local plan. For this reason, Hillingdon Council will also seek to maximise community engagement at the

earlier stages of plan-making and go beyond statutory requirements. Consultation during the latter stages of plan-making will generally be more in line with the statutory requirements however, the Council will consider at the time whether it is appropriate to go beyond this.

## MINIMUM CONSULTATION ACTIONS

2.5.5 As a minimum, the Council will do the following at each stage of the plan-making process for development plan documents during both statutory and non-statutory stages:

- Make consultation documents, supporting documents and related information available on the Council's website.
- Make consultation documents and supporting documents available for inspection at the Civic Centre.
- Notify 'specific' and 'general' consultation bodies and 'duty to co-operate' bodies of each consultation stage by email and invite comments.
- Notify residents and other interested parties on the Council's Planning Policy Consultation Database of each consultation stage by email or writing (where requested) and invite comments.
- Each consultation period in the local plan-making process will last for a minimum six-week period.

2.5.6 If you would like to be added to the Planning Policy Consultation Database, please email the Planning Policy Team at [localplan@hillingsdon.gov.uk](mailto:localplan@hillingsdon.gov.uk)

## CONSULTATION BEYOND STATUTORY REQUIREMENTS

2.5.7 The Council is committed to actively engaging the community and other key stakeholders in the plan-making process and so it will go beyond the minimum statutory consultation requirements at certain stages of the plan-making process, where it feels it is appropriate to do so.

2.5.8 The Council will seek to engage the community early on before the formal stages of the plan-making process begin at the 'early engagement' and 'issues and options' stages. We believe that these, as well as the statutory 'Regulation 18' stage are where consultees can help shape the local plan the most. The Council will therefore seek to maximise consultation reach and depth at these stages and go beyond the statutory requirements.

2.5.9 The minimum consultation methods outlined above will be used at each stage of the plan-making process. In the earlier stages of the local plan process, additional consultation techniques will also be used where appropriate to maximise participation.

## 2.6 DEVELOPMENT PLAN DOCUMENT PROCESS

2.6.1 This section highlights what is involved at each of the stages identified in figure 5 and the opportunities for community engagement at each stage. At all stages of the production process the Council will follow the statutory consultation requirements as set out in legislation. Where the Council considers it appropriate to do so it will go implement additional measures to maximise the effectiveness of the consultation. This may include consulting a wider group of people, publicising on social media and holding public events when it is safe to do so.

## PREPARATION - EVIDENCE GATHERING

### WHAT IS INVOLVED?

2.6.2 The purpose of this stage is primarily to gather evidence and collect information on the issues and options that will need to be addressed by the Local Plan. The Council will start the background scoping work and commission technical evidence on the various topics to be covered in the Local Plan. National policy requires proportionate evidence to support policy changes and new requirements on developments.

### OPPORTUNITIES FOR ENGAGEMENT

2.6.3 During the preparation phase the Council may undertake some informal consultation. The focus will be on identifying issues and options in relation to emerging evidence. The Council may also undertake a 'call for sites' requesting the submission of potential development sites across the borough. There may also be some general awareness raising of the Local Plan process identify interested parties.

## PREFERRED OPTIONS (REGULATION 18)

### WHAT IS INVOLVED?

2.6.4 This stage builds on the preparation phase to create a set of preferred policies for further consultation. These will be the policy approaches that the Council considers are most appropriate and justified to take forward in the draft local plan. In preparing the draft policies the Council will take into account the outcomes of any previous consultations and technical evidence. At this stage further evidence may still need to be collected, however a number of technical pieces of evidence will be concluded and fed into the draft Local Plan.

2.6.5 The Council will publish a summary of the consultation responses received from the previous consultations and also set out how the Council considered these responses and what impact they had on the draft Local Plan.

### OPPORTUNITIES FOR ENGAGEMENT

2.6.6 The preferred options stage (Regulation 18) is likely to be that with the widest engagement. This is a stage where we first set out what the Council thinks may be the future policies and invites stakeholder feedback. At this stage we can supplement the written consultations with a number of meetings and workshops and with face to face opportunities to explore the issues in real depth.

2.6.7 At this stage the Council will consult for a minimum six week period as per the statutory requirements, however the actual consultation period is likely to exceed this. The community and general and specific consultation bodies will be consulted on the contents of the draft local plan and the Integrated Impact Assessment (IIA) and have access to the evidence that underpins these policies.

2.6.8 If it is considered appropriate to do so the Council may consult on the preferred options more than once or reconsult on specific issues.

2.6.9 This is the last opportunity for the Council to make significant changes to the content of the Local Plan and the Council will seek to ensure it has consulted as appropriately and addressed all issues raised up until this point.

## PUBLICATION LOCAL PLAN (REGULATION 19)

### WHAT IS INVOLVED?

2.6.10 At this stage the Council will publish its final version of the plan for submission to the Secretary of State for examination. This version of the plan will take account of the representations received at Regulation 18.

2.6.11 The Council will also publish a summary of the consultation responses received from the Regulation 18 consultation and also set out how the Council considered these responses and what impact they had on the Publication Local Plan.

2.6.12 The local plan viability assessment will be reviewed and finalised to ensure changes made as a result of the Regulation 18 stage do not affect the overall viability of the local plan policies.

### OPPORTUNITIES FOR ENGAGEMENT

2.6.13 The Council must consult for a minimum six week period as per the statutory requirements. The community and general and specific consultation bodies will be consulted on the contents of the publication local plan and the IIA and have access to the evidence that underpins these policies.

2.6.14 The scope of the consultation at this stage is more limited. The Council can only accept representations to confirm legal compliance in accordance with the NPPF, that 'duty to cooperate' requirements have been met, or to assess whether the tests of soundness identified in the NPPF have been met in preparing the plan.

## SUBMISSION AND EXAMINATION

### WHAT IS INVOLVED?

2.6.15 The draft plan and relevant supporting information will be submitted to the Secretary of State for independent examination. The supporting information will include all of the representations received, a summary of main issues raised, the background evidence and a consultation statement setting out how the Council has involved the community and other stakeholders in the preparation of the plan.

2.6.16 Following submission to the Secretary of State, an independent Planning Inspector will be appointed to conduct an examination in public of the draft plan. The purpose of the examination is for the Planning Inspector to assess the soundness and legal compliance of the plan, and whether the document is positively prepared, justified, effective and consistent with national policy. If, as a result of the evidence heard at the examination, the Inspector decides that the document needs significant amendment, there may be further formal consultation on the changes made, known as 'Main Modifications' to the plan.

### OPPORTUNITIES FOR ENGAGEMENT

2.6.17 There is no consultation at the submission stage however specific, general and all other consultees who the Council consider may have an interest will be notified of the submission and examination.

2.6.18 The Inspector will consider all representations made during the Council's previous consultations and may invite further representations on specific issues to be considered as part of the examination.

## ADOPTION

### WHAT IS INVOLVED?

2.6.19 If the Plan is recommended for adoption (with or without recommended modifications) the Council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector.

### OPPORTUNITIES FOR ENGAGEMENT

2.6.20 The Local Plan, adoption statement and other relevant evidence base documents will be published on the council's website, and copies made available at the Council's offices and libraries. A copy of the adoption statement will also be sent to all consultees on the local plan consultation database including anyone who has asked to be notified of the adoption of the document.

## 2.7 SUPPLEMENTARY PLANNING DOCUMENTS (SPDS)

2.7.1 The purpose of Supplementary planning documents (SPDs) is to provide more detailed guidance on how the policies in the Local Plan are applied. While SPDs are adopted formally by the Council and are material considerations in the determination of planning applications, they do not form part of the development plan.

2.7.2 As SPDs cannot introduce new policy requirements, the statutory consultation requirements for SPDs are less extensive than for development plan documents.

## 2.8 SPD PROCESS

2.8.1 Figure 5 below outlines the stages involved in producing an SPD

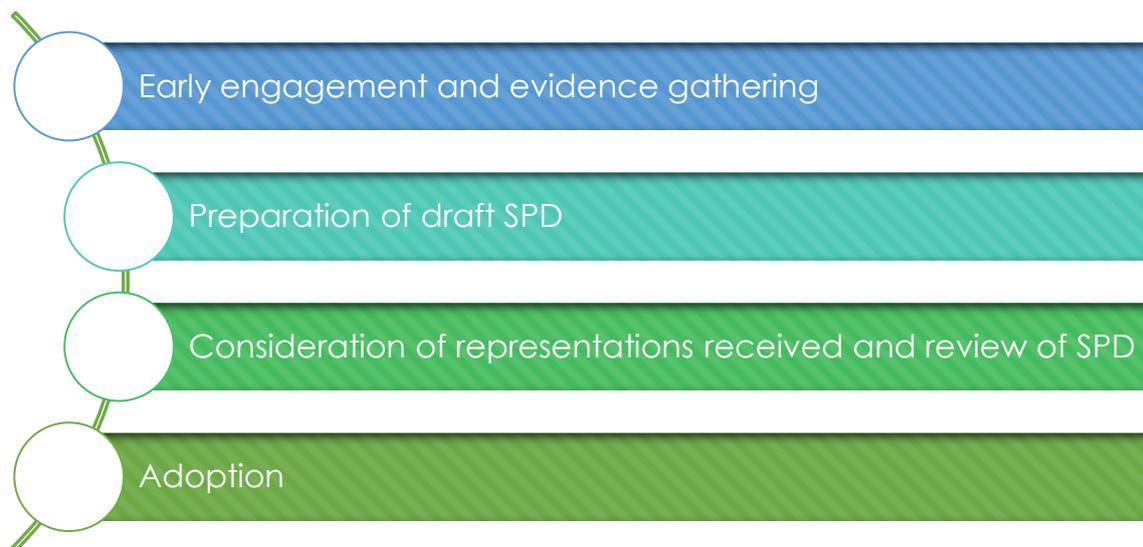


Figure 5: Stages of producing an SPD

## EVIDENCE GATHERING

### WHAT IS INVOLVED?

2.8.2 The Council will collect baseline evidence, identify the issues to be addressed in the SPD and then identify reasonable options for guidance in the SPD. The Council may also engage with specific bodies relevant to the issue the SPD is trying to address.

### OPPORTUNITIES FOR ENGAGEMENT

2.8.3 The Council has a duty to consult with specified environmental organisations (Natural England, Historic England and the Environment Agency) when determining the need for SEA. In situations where SEA is not deemed to be required, the Council has a duty to prepare a statement of its reasons for determining that SEA is not required.

2.8.4 Informal consultation with organisations and potentially other members of the community relevant to the issue being addressed may be undertaken if the Council considers it is appropriate and necessary to do so.

## PREPARATION OF DRAFT SPD (REGULATION 13)

### WHAT IS INVOLVED?

2.8.5 The draft version of the SPD along with associated evidence base documents, SA/SEA and IIA reports (where necessary) will be formally published and a formal public consultation will be held for a minimum of four weeks, inviting statutory and non-statutory consultation bodies to share their views.

### OPPORTUNITIES FOR ENGAGEMENT

2.8.6 At this stage the Council will consult for a minimum four-week period as per the statutory requirements. The community and general and specific consultation bodies will be consulted on the contents of the SPD and associated documents. This is the main opportunity for the community to influence the content of the SPD.

2.8.7 The Council will consider the content of the SPD before deciding on the appropriate scope and extent of consultation and how far beyond the statutory requirements it should go at this stage of the process. Where an SPD is specific to a location, the Council will seek to additionally engage with the local community of that location.

2.8.8 The Council will consult more than once at this stage of the process if it considers it appropriate to do so.

## CONSIDERATION OF REPRESENTATIONS RECEIVED AND REVIEW OF SPD

### WHAT IS INVOLVED?

2.8.9 The Council will review representations received and make changes to the SPD where justified.

2.8.10 A summary of the comments received will be made available on the Council's website. Personal information of individual consultees will not be published. The Council will publish a schedule of its response to each of the representations received and identify how particular issues have been addressed, and if they have not been addressed, why they were not.

2.8.11 Further consultation may be undertaken if responses lead to a significant change of direction.

## ADOPTION

### WHAT IS INVOLVED?

2.8.12 The SPD will be formally adopted by the Council. The SPD, associated documents and an adoption statement will be published on the Council website.

### OPPORTUNITIES FOR ENGAGEMENT

2.8.13 A copy of the adoption statement will be sent to specific, general and duty to cooperate bodies, as well as individuals and organisations on the Council's Planning Policy Consultation Database.

# 3 NEIGHBOURHOOD PLANS

## 3.1 INTRODUCTION

3.1.1 Neighbourhood planning was introduced by the Localism Act (2011). It provides communities with a statutory power to shape how their area develops in the future. Neighbourhood plans allow communities to establish planning policies for the development in their area. Once adopted, neighbourhood plan's are part of the statutory development plan and must be considered alongside the Council's Local Plan when determining planning applications. Neighbourhood plans must be in general conformity with the strategic policies in the statutory development plan and have regard to national planning policy and guidance.

3.1.2 Neighbourhood plans are produced by local communities themselves, with support from the Council. The Council's role is to provide advice and support to Neighbourhood Forums developing a plan. At submission stage the Council will take a lead on finalising the plan.

3.1.3 A neighbourhood plan must be developed by a neighbourhood forum that has been approved by the Council. Further information and more detailed guidance on the process of setting up Neighbourhood Forums can be found at the following websites: <https://neighbourhoodplanning.org/> and <https://www.gov.uk/guidance/neighbourhood-planning--2>. It is advised that these resources are reviewed before proceeding.

3.1.3 Local communities are also able to utilise Neighbourhood Development Orders. Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or commercial.

3.1.4 The process for preparing a neighbourhood plan/order is set out in The Neighbourhood Planning (General) Regulations 2012. Figure 7 below summarise this process.

## 3.2 NEIGHBOURHOOD PLANNING PROCESS

3.2.1 The Neighbourhood Planning process is summarised in Figure 6 below.

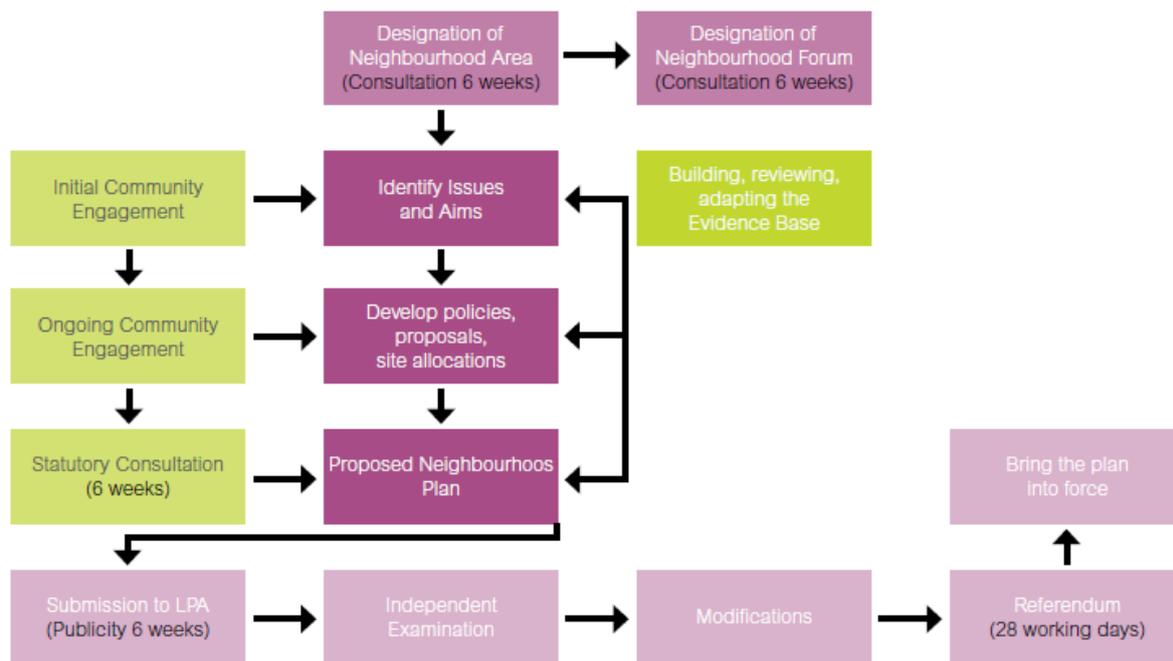


Figure 6: The Neighbourhood Planning Process

### 3.3 CONSULTATION BY NEIGHBOURHOOD FORUMS

3.3.1 Given its status as a development plan document, a neighbourhood plan must go through a formal consultation and examination process before it can be adopted. The Neighbourhood Forum developing the plan is responsible for the design and management of the consultation.

3.3.2 The nature of the consultation will depend on the stage of Neighbourhood Plan's progression:

- *Setup:* In order to prepare a neighbourhood plan, local people first need to set up a Neighbourhood Forum and to propose the boundaries of a Neighbourhood Area. The Council would encourage the Forum to consult those living and working within the proposed neighbourhood area on both, the appropriateness of the forum and the nature and the extent of the proposed area.
- *Preparation:* Whilst, there is no requirement in the regulations for the Forum to involve local people in the preparation of the plan, it is strongly advisable. It is only by wider public involvement will the forum be able to demonstrate that the plan reflects the views and ambitions of the local community. It is possible that the plan will not be approved by the examiner unless public involvement can be demonstrated.
- *Submission and examination:* Before the plan is finalised, the Forum must make a draft available for local people to comment on. It is for the Forum to decide how best to do this and to decide what questions they wish to ask. The Forum will need to be able to demonstrate how it has taken any comments into account when the Plan is examined and an examiner considers whether it meets the "basic conditions".

## 3.4 COUNCIL SUPPORT

3.4.1 Producing a Neighbourhood Plan is a technical process and requires navigation of legislative requirements, as well as technical information which local communities may not be familiar with. The Council has a statutory duty to provide advice and assistance to Neighbourhood Forum's preparing a neighbourhood plan. The Council also believes that for neighbourhood plans to be effective, well informed and representative of the local community's views, Council resources and experience applied to certain stages beyond the statutory requirements can be very beneficial to the process.

3.4.2 The type of advice and assistance will vary on a case-by-case basis however generally speaking the Council will offer technical and logistical support, planning advice and general guidance throughout the plan preparation process. The Council will also assist with consultation and provide contact details for relevant organisations, subject to restrictions of the GDPR.

# 4 COMMUNITY INFRASTRUCTURE LEVY

## 4.1 COMMUNITY INFRASTRUCTURE LEVY (CIL)

4.1.1 The Community Infrastructure Levy (CIL) Regulations allow the Council to levy a charge on developers for certain types of new development to help fund improvements to local infrastructure (e.g. schools, transport, green spaces and health facilities) which are needed as a result of development. The Council has an adopted CIL Charging Schedule which sets out the charges for different types of development which will be reviewed from time to time.

## 4.2 CIL PROCESS

4.2.1 The key stages in preparing the Hillingdon CIL Charging Schedule are summarised in Figure 7 below:



Figure 7: CIL Charging Schedule Process

### EVIDENCE GATHERING

4.2.2 At this stage the Council will prepare evidence base studies to inform the Draft Charging Schedule which will set out the proposed levy rates. The Council may engage with key stakeholders such as infrastructure providers and other interested parties.

### PUBLICATION OF DRAFT CHARGING SCHEDULE

4.2.3 The Draft Charging Schedule will be published for consultation for a minimum period of six weeks. This will involve publication of the draft charging schedule and supporting documents on the Council website and writing to specific and general consultation bodies as well as all individuals and organisations on the Council's Planning Policy Consultation Database.

4.2.4 Details of the comments received will be made available on the Council's website along with a summary of their content. Personal information of individual consultees will not

be published. The Council will publish a schedule of its response to each of the representations received and identify how particular issues have been addressed.

## SUBMISSION

4.2.5 At this stage the Charging Schedule along with a summary of the main issues raised through consultation, copies of the representations received, and associated evidence is submitted to for examination.

4.2.6 At the submission stage the Council will prepare a statement summarising the results of the consultation and contact all those who requested notification that the draft charging schedule has been submitted to the secretary of state.

## EXAMINATION

4.2.7 An independent examiner will be appointed to examine the draft schedule. The examiner will assess whether it is legally compliant, economically viable and consistent with national guidance. The examiner may request further representations if required.

4.2.8 The examiner will make recommendations in a final report which will be published on the Council's website.

## ADOPTION

4.2.9 Having regard to the examiner's recommendations, the Council will formally adopt the Charging Schedule. The Charging Schedule, Adoption Statement and relevant evidence will be published on the website and notify those who have indicated they wish to be informed of adoption.

# 5 OTHER POLICY GUIDANCE

## 5.1 ARTICLE 4 DIRECTIONS

5.1.1 Certain works that would normally require planning permission are permitted by the General Permitted Development Order (GPDO) 2015.

5.1.2 The GPDO enables councils to issue a direction under article 4 to restrict the scope of permitted development rights either in relation to a particular area or site, or a particular type of development anywhere in the authority's area. Article 4 directions are issued where evidence suggests that undertaking certain types of development (where planning permission is not normally required) would harm local amenities or the proper planning of an area.

5.1.3 The Council will follow the minimum statutory requirements for consulting on new or amended article 4 directions which includes as set out in Schedule 3 of the GPDO.

## 5.2 CONSERVATION AREA APPRAISALS & MANAGEMENT PLANS

5.2.1 Conservation area appraisals and management plans define the special character of a conservation area. They set out our approach for its preservation and improvement. Generally, they include:

- an appraisal of the special character of the area;
- lists of buildings and features which make a positive contribution to the character and appearance of the area;
- lists of sites that have a negative impact on the conservation area;
- where an opportunity may exist for improvement of the area by redevelopment of a building or site; and
- management strategies which set out our policies and procedures to manage, monitor and enforce change in the area.

5.2.2 The Council may engage with local residents, residents' associations and conservation societies before producing a draft conservation appraisal or management plan.

# 6 DEVELOPMENT MANAGEMENT

## 6.1 INTRODUCTION

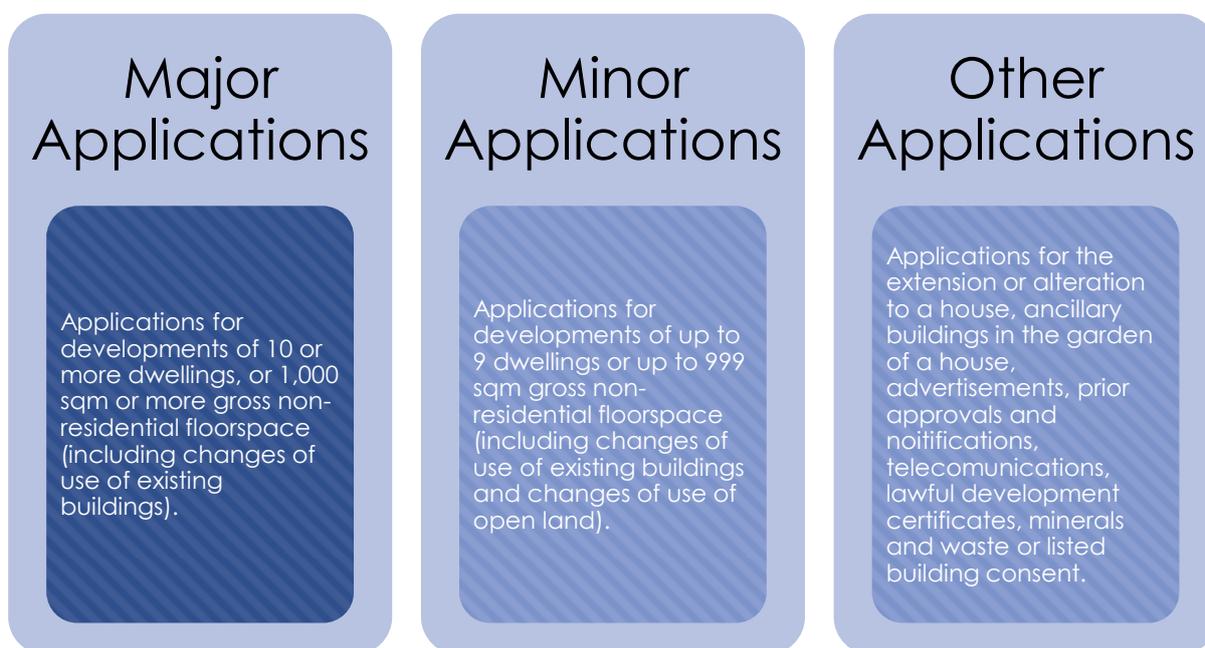
6.1.1 Development management is the process by which the Council determines whether a proposal for development should be granted planning permission, taking into account the development plan, the National Planning Policy Framework (NPPF), National Planning Practice Guidance (NPPG) and any other materials considerations, including consultation responses.

6.1.2 The SCI must set out standards of consultation to be achieved by the Council in making decisions on planning applications. Planning applications can be submitted for a range of developments which are explained below.

6.1.3 The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a minimum standard of publicity and notification of applications to the local community, depending on the nature of the application.

## 6.2 TYPES OF PLANNING APPLICATIONS

6.2.1 There are a number of different types of applications depending on the consent sought. They are commonly sorted into the following three categories:



These definitions are as prescribed in Government policy and guidance.

## 6.3 SUMMARY OF THE PLANNING APPLICATION PROCESS

6.3.1 Figure 8 below outlines the planning application process.

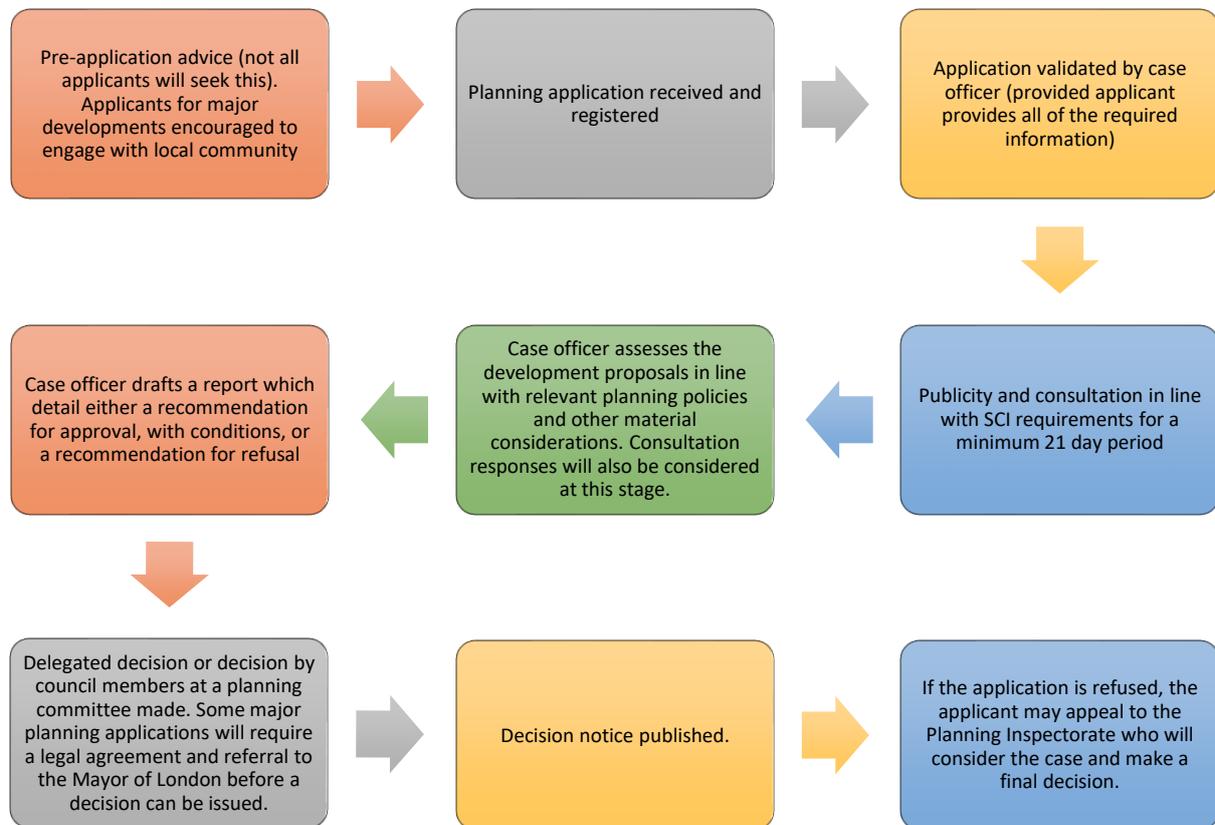


Figure 8: Overview of the planning application process

## 6.4 PRE-APPLICATION

6.4.1 The Council believes that developments of varying scale can benefit from pre-application advice. The Council offers a full pre-application advice service for applicants proposing schemes that range in scale from 'small scale minor' developments to 'large scale strategic' developments. Further specific information about the service can be found by following this link: [Hillingdon Full Pre-Application Advice](#).

6.4.2 The service is designed to:

- make applicants aware of any likely issues that may affect the outcome of their development proposals and find solutions;
- provide positive recommendations to a scheme;
- provide an understanding of policies and specialist areas that apply to the development;
- give early advice on applications that have little or no prospect of success.

6.4.3 The advice benefits the applicant by speeding up the application process and minimising the costs of submitting subsequent revisions or unacceptable applications.

6.4.4 Depending on the nature of the scheme the Council will also encourage pre-application engagement with statutory and non-statutory consultees, elected members and local people. The level of engagement should be proportionate to the nature and scale of a proposed development.

## 6.5 PRE-APPLICATION CONSULTATION BY APPLICANTS

6.5.1 Whilst not mandatory, the Council encourages applicants to engage with the owners / occupiers of neighbouring land / premises and wider community at the earliest stage of preparing their development proposal (pre-application stage) where it will add value to the process and the outcome.

6.5.2 There are clear benefits of involving the community in developments which are considered likely to have an impact on the community, and the most effective time to involve the community is at the pre-application stage. At this point in the development process, information and views gained from the community can still have a meaningful impact on the final shape the development takes. It will also assist in resolving any objections and conflicts prior to a formal application being submitted. Engaging in consultation on proposals which have already been developed to a point where it is difficult to take other views on-board would be a less meaningful.

6.5.3 Consultation by applicants using some of the methods identified in Figure 9 below are encouraged. The people involved and the level of engagement needs to be proportionate to the nature and scale of a proposed development. The Council can also advise developers on good practice for engagement and assist in providing contact details for stakeholders likely to be interested in the proposal or affected by it.



Figure 9: Preferred pre-application consultation methods for applicants

6.5.4 The Council is aware that there are significant costs involved in undertaking pre-application consultation, and that such costs will have to be met by the applicant. However,

the Council considers that depending on the type and size of the scheme, such costs can be a worthwhile expense to the applicant, given that it enables the community to engage with the emerging proposals and provides the opportunity to improve the quality of the application.

6.5.5 It is encouraged that the results of any pre-application consultation with the community be formally included as a Statement of Pre-Application Consultation as part of the planning application submission which outlines:

- the methods of consultation used to engage community participation;
- who was consulted and the level of involvement; and
- how matters raised in consultation were addressed by the development proposals.

## 6.6 STATUTORY CONSULTATION REQUIREMENTS FOR THE COUNCIL

6.6.1 After a local planning authority has received a planning application, it is required to undertake a formal period of consultation where views on the proposed development can be expressed.

6.6.2 The formal consultation period will be set out in the publicity accompanying the planning application. It will normally last for a minimum of 21 days however this may be extended if the Council considers it to be appropriate. This period is also statutorily required to be extended to 30 days for applications accompanied by an Environmental Statement made under the 2017 EIA Regulations, and extended by the equivalent amount when the consultation period includes bank or public holidays.

6.6.3 There are some statutory consultation requirements which local planning authorities must follow as a minimum, depending on the type of planning application received. Statutory methods of consultation for different development types are outlined in Table 1 below.

Type of development	Site Notice	Site notice or neighbour notification letter	Newspaper advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	x	✓	✓	✓
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	✓	x	✓	✓
Applications which do not accord with the development plan in force in the area	✓	x	✓	✓
Applications which would affect a right of way to which	✓	x	✓	✓

<b>Part 3 of the Wildlife and Countryside Act 1981 applies</b>				
Applications for planning permission not covered in the entries above eg non-major development	x	✓	x	✓
Applications for listed building consent where works to the exterior of the building are proposed	✓	x	✓	✓
Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building.	✓	x	✓	✓
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.	✓	x	✓	✓

Table 1: Statutory consultation requirements for development management procedures

## 6.7 WHO WILL THE COUNCIL CONSULT

6.7.1 After a local planning authority has received a planning application, it will undertake a period of consultation where views on the proposed development can be expressed. The formal consultation period will normally last for 21 days, and the local planning authority may identify and consult a number of different groups.

6.7.2 The Council will consult neighbouring residents within a certain radius of the application site and community groups. Not all individuals / associations that the Council will consult are required to be consulted by law however the Council recognises the valuable input that local residents can provide to the planning application process.

6.7.3 In most cases, where new development (e.g. 'major' application) affects more properties than those that are immediately adjacent to the boundary of the site, wider consultation may be carried out. We encourage residents and businesses to check our weekly list of received applications here:

<https://planning.hillingdon.gov.uk/OcellaWeb/planningSearch>

6.7.4 The Council are also required by law to consult statutory consultees. Statutory consultees include bodies such as other local planning authorities, NATS, the Environment Agency, Forestry Commission, Historic England, Natural England, Sport England etc.

6.7.5 In addition to the statutory consultees, local planning authorities will need to consider whether there are reasons to engage other consultees who – whilst not designated in law – are likely to have an interest in a proposed development (non-statutory consultees).

6.7.6 Input will also be sought from relevant Council departments such as with housing, environmental health, transport and other specialist departments.

6.7.7 Ward councillors will also be notified when an application relates to their area.

## 6.8 DETAILED PLANNING APPLICATION PROCESS AND OPPORTUNITIES FOR ENGAGEMENT

6.8.1 Table 2 below sets out the planning application process in detail and the different requirements and opportunities for engagement and different stages of the process.

Planning application stage	Process and requirements	Opportunities for engagement
<b>Receipt and registration of planning application</b>	<ul style="list-style-type: none"> <li>Ensure the applicant has provided all the relevant information and fees and meets validation requirements.</li> </ul>	
<b>Publicity and consultation</b>	<ul style="list-style-type: none"> <li>Depending on the type of application, consult in line with the regulations as a minimum.</li> <li>Consultation will be for a minimum 21 day period.</li> <li>If the scheme is amended, and we consider that those amendments raise <b>substantive</b> new issues which consultees may wish to comment on, the Council will re-consult for a further <u>14</u> days.</li> </ul>	<p>The Council will consult the relevant stakeholders and members of the community in accordance with the regulations as a minimum. Depending on the type of application this will involve all or some of the following:</p> <ul style="list-style-type: none"> <li>Publishing the application details and instructions on how to comment on the Council's website.</li> <li>Sending letters to the owners / occupiers of properties adjoining the application site advising of application and the period in which to submit comments, and / or;</li> <li>Site notice placed on or near sites subject to applications for development (where it is considered safe to do so), and / or;</li> </ul>

		<ul style="list-style-type: none"> <li>• Publishing a notice in the local press for certain types of development;</li> <li>• A weekly list of all new applications received by the Council will be posted on the website and emailed to subscribers.</li> </ul> <p>Depending on the proposals, the Council will also consult with:</p> <ul style="list-style-type: none"> <li>• Various statutory and non-statutory consultees.</li> <li>• Other bodies and interest groups relevant to the proposal</li> <li>• Duty to Cooperate bodies on major strategic applications or neighbouring authorities on applications for development close the borough boundary.</li> </ul>
<p><b>Assessment</b></p>	<ul style="list-style-type: none"> <li>• The Planning Case Officer will normally visit the site (where this is safe to do so).</li> <li>• All material considerations will be taken into account in assessing the application, including relevant national, regional and local planning policies and consultations responses.</li> <li>• Comments received will be put on the website however personal details such as signatures, phone numbers and email</li> </ul>	

	addresses will be redacted.	
<b>Making a decision</b>	<ul style="list-style-type: none"> <li>The planning case officer will make a recommendation on the application in a report which sets out the reasoning, along with a summary and consideration of comments and consultation responses.</li> <li>The majority of planning applications are determined under delegated powers.</li> <li>Decisions for such applications will be made in accordance with the Council's 'Scheme of Delegation':  <a href="#">Council constitution and delegations - Hillingdon Council</a></li> <li>In certain circumstances a planning application will be reported to and determined by a planning committee.</li> </ul>	<ul style="list-style-type: none"> <li>It is possible for individuals / organisations to speak at and address the planning committee. How to do this is set out on the Council's website at: <a href="#">London Borough of Hillingdon - Planning committees</a></li> <li>The Committee meetings are broadcast live on YouTube and are available for viewing after the meeting has been held. A link can be found on the Council's website.</li> <li>Once a decision has been issued, a decision notice will be sent to the applicant and / or agent to inform them of the decision.</li> <li>An officer's report is also published which sets out how the officer has assessed the development proposal and their recommendations.</li> <li>If you have commented on an application, you will also be notified of the decision.</li> <li>All planning decisions are published on the Council's website.</li> </ul>
<b>Post decision</b>	<ul style="list-style-type: none"> <li>If the applicants disagree with the Council's decision, they have the opportunity to make an appeal to the Secretary of State.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There is no right of appeal for third parties. This means that if planning permission is granted a member of the public cannot take the application to an appeal.</li> </ul>	
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Table 2: Planning application process and opportunities for engagement in Hillingdon

## 6.9 CHANGES TO DEVELOPMENT MANGEMENT PROCEDURES IN RESPONSE TO FUTURE SOCIAL DISTANCING

6.9.1 At the time of writing this SCI, temporary changes to legislation and national planning practice guidance as a result of Covid-19 were introduced.

6.9.2 Whilst Covid-19 means that some consultation methods previously undertaken may not be possible at present, the Council will endeavour to use other consultation methods which comply with social distancing guidance to enable people to be fully involved in the development management process. The SCI does not place limitations in terms of additional measures the Council could use to consult effectively and the Council will use alternative methods where it considers it appropriate to do so.

6.9.3 In order to execute statutory consultation requirements (where legislation has not been altered) the Council reserve the right to ask the applicant to undertake the following:

- Erect site notices on behalf of the Council and send dated photographic evidence that a notice has been erected on site;
- Send dated photographs of the site and surrounding area.

6.9.4 These changes will continue to apply until Covid-19 related restrictions are formally removed. However, in the event that restrictions are reintroduced due to Covid-19 or any other extraordinary event which requires restrictions to be put into place, alternative development management procedures appropriate to the situation will be reintroduced.

6.9.5 Meetings with officers, for example as part of planning applications or pre-application enquiries are also being carried out via video conferencing at present due to Covid-19. It is intended that this practice continues where appropriate.

## 6.10 VIEWING AND COMMENTING ON A PLANNING APPLICATION

6.10.1 Anyone can respond to a planning consultation. Comments should relate to material planning considerations. Material planning considerations are only those matters that can be considered within planning law in assessing and determining a planning application. Figure 13 in section 7.11 "Material Planning Considerations" below provides a list of examples of topics which can be considered in assessing and determining a planning application.

6.10.2 Comments related to 'non-material' considerations cannot be taken into account. Non-material considerations include issues such as the loss of property value, boundary and

other legal disputes between neighbours, potential problems associated with construction work and competition between businesses.

6.10.3 Comments received the defined consultation period will be fully considered. However, comments cannot be considered in isolation or be the sole justification for a particular decision on a planning application. The case officer and / or planning committee will consider the comments alongside the development plan and other relevant considerations before making a recommendation or decision.

6.10.4 It is important that personal information is not included in comments. Any objections and comments from members of the public will be noted in the planning case officer's report, along with how they have been considered.

6.10.5 Comments on planning applications can be made in the following ways:

**Via the website at:**

<https://www.hillingdon.gov.uk/article/6380/Comment-on-a-planning-application>

**By post:**

**Development Management – Planning  
3N  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge  
Middlesex  
UB8 1UW**

**By email to the allocated case officer or by emailing:**

[planning@hillingsdon.gov.uk](mailto:planning@hillingsdon.gov.uk)

6.10.6 To ensure comments are considered they must include details of which planning application and site address the comments relate to as well as the name of the case officer.

6.10.7 All comments on planning applications must be made before the consultation period ends, which is usually within 21 days of the date of the notification letter, or 21 days from the date of a press notice or site notice appearing. The date the consultation period ends will usually be noted on the website. The local planning authority will only determine a planning application after the public consultation period has ended.

## **6.11 MATERIAL CONSIDERATIONS**

6.11.1 When making a decision, we can only take account of certain issues that are legally allowed to influence planning applications – these are known as 'Material planning considerations'. Examples of material considerations are listed in Figure 10 below.

Planning policies, including the National Planning Policy Framework, the London Plan, and the Hillingdon Local Plan and Supplementary Planning Documents. This can also include emerging plans that have been through at least one round of public consultation

Previous planning decisions, including appeal decisions

Loss of light or overshadowing

Loss of privacy or overlooking

Design, appearance and materials of development

Layout and density of buildings

Traffic and highway safety

Noise, smells and other disturbances resulting from the use of new development

Loss of trees or other nature conservation effects

Effect on listed buildings or conservation areas

Capacity of physical infrastructure such as public drainage or water systems

Deficiencies in social facilities such as school places

Contaminated land

Figure 10: Material considerations

## 6.12 APPEALS

6.12.1 An applicant can appeal a decision made by the local authority on a planning application if they disagree with it or if the application wasn't determined within eight weeks (for a typical householder development) or 13 weeks for major developments. There are no third-party rights of appeal - so if you have objected to a planning application and it is approved by the LPA then you cannot appeal that decision.

6.12.2 Where an applicant chooses to appeal a decision, the Planning Inspector acts as an independent decision-maker. Any representations made at the application stage will be considered by the Planning Inspector, alongside relevant policy and other material considerations.

6.12.3 Further information about the appeal process can be found on the Planning Portal website and by following the link here: [Appeals | Planning Portal](#).

## 6.13 PLANNING ENFORCEMENT

6.13.1 The Council can use its planning enforcement powers to resolve breaches of planning control. The process of planning enforcement seeks to ensure that people comply with planning law and the requirements of a planning permission. The majority of cases arise through referrals from members of the public, councillors and council officers. As such, local people play an essential role in this aspect of the planning system and local people are encouraged to contact the Council with any information related to unauthorised development and its impacts so that we can keep responding to local concerns.

6.13.2 Further information on the Council's planning enforcement procedures can be found here: [Planning enforcement - Hillingdon Council](#)

# 7 MONITORING AND REVIEW

7.1 The SCI will be reviewed regularly to ensure consultation techniques and principles are still fit-for-purpose. As a minimum, the SCI will be reviewed every five years as required by Section 10A of the Town and Country Planning (Local Planning) Regulations 2017. In monitoring the SCI, the Council will review whether engagement in the plan-making and development management process is inclusive, effective and whether participation is being maximised. The Council will also take on feedback received and see where it can improve the effectiveness and reach of engagement on planning issues with the community.

7.2 Changes to government guidance and / or regulations may also instigate an earlier review and update of the SCI.

# GLOSSARY

This glossary is neither a statement of law nor an interpretation of the law, and its status is only an introductory guide to planning issues and should not be used as a source for statutory definitions.

**Annual Monitoring Report (AMR):** Local authorities are required to produce Authority Monitoring Reports (AMRs) under the Town and Country Planning (Local Planning) (England) Regulations 2012. Such reports provide updates on planning policy documents and monitoring information to help assess the progress and effectiveness of policies in the Development Plan.

**Article 4 Direction:** An article 4 direction is a direction under article 4 of the General Permitted Development Order which enables the Secretary of State or the local planning authority to withdraw specified permitted development rights across a defined area.

**Community Infrastructure Levy (CIL):** The Community Infrastructure Levy (the 'levy') is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

**Development Plan:** Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans and neighbourhood plans.

**Development Plan Document (DPD):** Development Plan Documents (DPDs) are planning policy documents which make up the Local Plan. They help to guide development within a local planning authority area by setting out the detailed planning policies, which planning officers use to make their decisions on planning applications.

**Equality Impact Assessment:** The equality impact assessment is a systematic and evidence-based tool, which enables us to consider the likely impact of work on different groups of people. It is designed to ensure that a policy, project or scheme does not unlawfully discriminate against any protected characteristic.

**Habitats Regulations Assessment (HRA):** A Habitats Regulations Assessment (HRA) refers to the several distinct stages of Assessment which must be undertaken in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended) to determine if a plan or project may affect the protected features of a habitats site before deciding whether to undertake, permit or authorise it.

**Health Impact Assessment (HIA):** Health Impact Assessment (HIA) is a tool to identify and optimise the health and wellbeing impacts of planning.

**Independent Examination:** The process by which a planning inspector may publicly examine a Development Plan Document (DPD) before issuing a binding report. The findings set out in the report of binding upon the local authority that produced the DPD.

**Integrated Impact Assessment (IIA):** The IIA brings together into a single document a number of assessments which are required to assess the social, environmental and economic impact

of the planning policies contained in the DPDs. following statutory requirements are addressed and presented together in one document:

- o Sustainability Appraisal (SA) and Strategic Environmental Assessments (SEA), and
- o Health Impact Assessment (HIA) and
- o Equalities Impact Assessment (EqIA)
- o Habitats Regulation Assessment (HRA)

**Local Development Documents (LDD):** These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

**Local Development Scheme:** The local planning authority's scheduled plan for the preparation of Local Development Documents.

**Local Plan:** A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

**Neighbourhood Development Order:** An Order made by a local planning authority (under the Town and Country Planning Act 1990) through which parish councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

**Neighbourhood Plans:** A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

**Permitted Development Rights:** Permission to carry out certain limited forms of development without the need to make an application to a local planning authority, as granted under the terms of the Town and Country Planning (General Permitted Development) Order.

**Strategic Environmental Assessment (SEA):** A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

**Supplementary Planning Document:** Documents which add further detail to the policies in the local plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

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

# CONTACT SHEET

## DEVELOPMENT MANAGEMENT

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**Web:** [www.hillingdon.gov.uk/planning-search](http://www.hillingdon.gov.uk/planning-search)

## PLANNING ENFORCEMENT

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## PLANNING POLICY

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