

Statement of Community Involvement

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1 Introduction

- 1.1. The City of London Corporation is the local authority responsible for town planning in the administrative area of the City of London, often referred to as the 'Square Mile'. Its planning functions include drawing up plans and policies to guide development and deciding planning applications. The planning service is delivered by the City Corporation's Department of the Built Environment.
- 1.2. The City Corporation wants to ensure that the City's communities have every opportunity to participate in its planning decisions. This **Statement of Community Involvement (SCI)** has been prepared to explain how it will engage the public in the planning process.
- 1.3. The SCI sets out the City Corporation's approach to public consultation in two areas of planning:
- 1.4. **Planning Policies.** The City Corporation prepares plans and policies that shape the City and guide its planning decisions. The public are involved throughout the preparation of these policies.
- 1.5. **Planning Applications.** The City Corporation decides a range of applications, including those for planning permission, conservation area consent and listed building consent. An important part of the development management process is to provide advice, information and to seek and hear the views of all of those with an interest in development proposals.
- 1.6. The SCI sets out the standards of consultation that the City Corporation aims to achieve in performing its planning function duties. It is intended to provide a clear explanation that allows the community to know how and when they will be involved in the preparation of planning policies and in the determination of planning applications.

2 Consultation on Planning Policies

Introduction

- 2.1. The City Corporation prepares planning policies that shape the development of the City. These policies ensure that planning is co-ordinated with the City's other aims and strategies and provide the basis for decisions on planning applications.
- 2.2. The planning policies are contained in a number of documents. These documents are separately prepared and together they set out the strategy for planning the City.
- 2.3. These are the planning policy documents that are being prepared in the City:
 - Local Plan. This contains the City's vision for planning the City and includes strategic and Development Management policies. The existing Local Plan was adopted in 2015 and is now being reviewed.
 - Supplementary Planning Documents (SPDs) explain the policies of the Local Plan in more detail where this is needed. A number have been adopted and more will be prepared.
- 2.4. A list of the policy documents and the timetable for preparing them is set out in the Local Development Scheme, which is available on the website. This is regularly reviewed to keep it up to date so that the public are aware of the opportunities to participate. The City Corporation also publishes a Local Plan Bulletin which provides updated information on planning policy preparation and is available on the City Corporation's website.
- 2.5. The City Corporation will consult and engage the City's communities throughout the preparation of all planning policy documents. Planning legislation sets out minimum requirements for consultation and the City Corporation will meet these minimum requirements, exceeding them where possible.

Who is to be consulted on planning policies?

- 2.6. In preparing planning policy documents the City Corporation is required to co-operate with neighbouring boroughs and other prescribed. It will engage actively and constructively with these authorities throughout the preparation of its own policies and those of the other authorities.

2.7. The authorities it will co-operate with under this duty are:

London boroughs
Mayor of London
London Enterprise Panel
Transport for London
The Environment Agency
Historic England
Natural England
The Civil Aviation Authority
Clinical Commissioning Groups in and around the City of London
NHS England
Office of Rail Regulation
Highways Agency
The Marine Management Organisation

2.8. Separately, the City Corporation is required by legislation to consult individuals and organisations it thinks relevant from the following categories:

- Specific Consultation Bodies are statutory authorities such as neighbouring boroughs, the Mayor of London, government agencies and utilities providers.
- General Consultation Bodies include interest and amenity groups, residents' associations, trade and business associations, voluntary organisations whose activities benefit the City and bodies that represent issues of race, ethnicity, gender, age, sexual orientation, disabilities and those with caring responsibilities
- Residents and Businesses located in the City.

2.9. Lists of Specific and General Consultation Bodies are available on the City's website and will be updated regularly.

2.10. The City Corporation will also have regard to these categories when preparing and reviewing the Community Infrastructure Levy.

The City's Communities

2.11. As a world leading financial and business services centre the City of London is home to varied communities made up mostly of its working population, but also a growing residential population. In addition to the workers and residents, the City has a significant student population and is a destination for visitors drawn to the

cultural events and facilities as well as the historic environment. Due to the national importance and high profile of the City of London interest in planning issues extends well beyond its administrative boundaries and planning policy has to consider the needs of local, regional, national and international developers and investors.

The Residential Population

- 2.12. Whilst relatively small in number compared to other local authorities the residents and their communities form an important part of the City of London. 7,400 full time residents were living in the City in 2011 (Source: 2011 Census). The total is expected to grow to almost 10,000 over the next 10 years (Source: GLA 2014 Round of Demographic Projections - SHLAA DCLG-based population projections, long-term migration). This figure only includes residents who live in the City on a permanent basis; there are also a significant number of residents who own second homes within the City.
- 2.13. The age profile of City residents is strongly weighted to people aged 25 – 64. When compared to Greater London as a whole, there is a far smaller percentage of residents aged 20 and under than across the capital.
- 2.14. 79% of the City's residents are described as 'White'; this is significantly higher than Greater London as a whole but still below the national average. The remaining 21% are from a wide variety of ethnicities, although the single largest is Asian who make up 13% of the City's population (Source: 2011 Census of Population, ONS).

The Working Population

- 2.15. The City has a working population of 415,000, which is projected to grow to 475,000 by 2036 (source: London Plan 2015). The City's workforce is weighted towards those aged between 25 – 39 but there is a lower percentage of workers aged under 24 and over 45 than seen in Greater London. Over the last 20 years the average age of the workforce in the City of London has increased. 61% of all City workers are male and 62% of all workers describe themselves as 'White: British', with a further 16% classifying themselves as 'White'. 22% of City workers describe themselves as being from a non-white ethnic origin. The City of London has the highest density of workforce of any local authority in the country, with 1,200 workers per hectare. (Source: 2011 Census).

City Business

2.16. The City is home to 16,600 businesses, most of which have less than 20 employees. The largest employment sector is Financial Services, with 39% of all workers in the City based in that sector. The second largest employment sector is Professional and Estate which accounts for 27% of all employment in the City. (Source: Business Register Employment Survey, 2014).

Consultation Challenges

- 2.17. The City has a unique challenge in consulting when compared to other local authorities due to its small residential population and large working population. To address these challenges diverse consultation approaches are needed to hear the opinions of all interested parties.
- 2.18. With greater understanding of the range of City communities, consultation methods can be tailored to make them as effective as possible. The results of any consultation need to be carefully monitored, with the quantity and quality of the comments being assessed. A poorly planned consultation can result in fewer comments being received, and the comments that are made may be of poorer quality if the consultee is not properly informed on the topics being discussed.
- 2.19. City workers, despite their number, are a 'difficult to reach' group when trying to obtain their views on planning issues. With only a fraction of workers living within the City boundary it can be hard to engage workers on how development of planning policies may affect them. Workshops and other consultation events should be concise and themed around topics to be as appealing as possible and other methods of providing information or consultation measures will be used as required.
- 2.20. Consultation has to take into account the City's Black and Asian Minority Ethnic (BAME) groups and provide them with appropriate opportunities to make representations. The largest concentration of BAME residents in the City of London is at Mansell Street and it may be necessary to adapt consultation material, techniques and arrangements in this area. Recommendations from the City Corporation's Community and Children's Services Department will be sought due to their close work with residents on the estates. Consultation documents will also contain a notice informing recipients that translations will be made available upon request.

2.21. Amongst the City's residents, efforts will also have to be made to ensure that the views of younger people and the elderly are directly sought. The Department of the Built Environment will work with the Community & Children's Services Department to involve residents of all ages in discussions on Local Plan consultation.

Consultation Methods

2.22. The City Corporation will employ a range of methods to keep the City's communities and stakeholders informed during the preparation of planning policies. When opinions or comments are being sought, careful consideration will be given to the means by which the City Corporation will seek responses. The City Corporation will use language appropriate to the consultation and audience, avoiding jargon where possible.

2.23. Most people look at the City Corporation's website for information regarding planning policy documents and consultations. However, not everyone has access to the internet. The City Corporation will ensure that copies of planning policy consultation documents are available in printed form for inspection and on request and copies of planning policy documents are available at the Guildhall and from the City libraries.

2.24. The City Corporation will aim to make information accessible to all members of society in such a way as to meet the requirements of the Equality Act 2010. The City Corporation will take an inclusive approach to consultation, ensuring as far as possible that people whose first language is not English or who have disabilities can take part in the planning policy process, including at public meetings.

2.25. All reasonable efforts will be made to ensure that consultation material is made available in alternative formats, where this is requested. Such material may be produced on request and flexibility will be shown with regard to consultation closing dates, where possible.

2.26. The City Corporation encourages individuals or groups to seek informal meetings with staff working on planning policies where further explanation of issues or the process is sought. Favourable consideration will also be given to any requests for presentations at the meetings of groups who may have an interest in issues being considered, subject to reasonable advance notice being provided. It is recognised that the consultation process can be

unfamiliar and seem complicated to those who have either never, or only infrequently, engaged in the process.

- 2.27. The methods to be employed when consulting on planning policy documents will be selected as appropriate according to both the consultation subject and the audience being targeted. The following list provides examples of the type of consultation methods which would be employed when undertaking consultations on planning policy documents.
- 2.28. **Consultation Database;** The Department of the Built Environment maintains a database of individuals and organisations that have an interest in City planning policy. This database will be continually updated and will be used to inform the public of consultation stages. This list will be managed in accordance with the Data Protection Act 1998. Anyone wishing to be added to, or deleted from, this list should use the contact details provided in the front of this document.
- 2.29. **Mailshots;** Most consultation will commence by sending information by email or letter, depending on the consultee's preference, to those who may be interested. Occasionally it will be beneficial to write directly to all known residential addresses. It should, however, be possible for most planning policy documents to target relevant individuals and interest groups, depending on the subject being addressed. This approach will be adopted whenever possible to increase the effectiveness of consultation efforts, minimise wastage of resources, and to avoid "consultation fatigue" for both residents and businesses.
- 2.30. **Website;** (www.cityoflondon.gov.uk/plans) The City Corporation's website includes pages on planning policy. Documents, consultation details, background information, opportunities to make comments, etc., are posted on the site. The City Corporation will ensure that the information displayed on its website is accurate and is kept up to date.
- 2.31. **Local Plan Bulletin;** The Department of the Built Environment publishes the "Local Plan Bulletin", a newsletter containing information on progress in preparing planning policy documents and how people and organisations can become involved in the plan-making process. The Local Plan Bulletin will be kept up to date and is available on the City Corporation's website.
- 2.32. **Leaflets and summary documents;** Leaflets and summaries may be mailed directly, made available at libraries and via the City Corporation's website during the course of the consultation.

Leaflets and summaries could be used to publicise proposed policy documents and provide details about opportunities to contribute views or participate in meetings, discussion groups, etc. Leaflets or summary documents which are seeking responses will include instructions on how to make a comment and allow postal comments to be returned to the Department of the Built Environment with postage already paid.

- 2.33. **Information displays;** Display boards publicising consultation exercises may be provided at the Guildhall, City libraries and other locations as appropriate. Inspection copies of consultation documents, comment forms, etc., will be made available at the displays.
- 2.34. **Meetings and events;** Public meetings and events will be arranged when appropriate according to the issues on which views are sought. Such events will be held in accessible locations that are appropriate to the subject under discussion and may need to be held over a number of days and varying times to ensure that all sections of the community have an opportunity to attend. Requests for meetings to discuss planning policy issues with individuals, groups, commercial organisations, etc., will be responded to favourably, subject to reasonable advance notice being provided.
- 2.35. **Focus groups and workshops;** These are semi-structured meetings arranged around a particular idea or theme. Attendance may be by invitation from amongst key individuals or organisations. Other selection processes may also be used depending on the theme or the aim of the meeting.
- 2.36. **Advisory groups;** The Department of the Built Environment works closely with groups such as the City of London Access Group, the Conservation Area Advisory Committee and the Department of the Built Environment Users' Panel. These groups are facilitated by, or work closely with the City Corporation, whilst retaining a high degree of independence. Their role is to provide objective advice and specialised knowledge which is used to inform decision-making and in the review and development of policy.
- 2.37. **Email;** The City Corporation Planning Policy team are contactable by email on LocalPlan@CityofLondon.gov.uk. This address will be used for consultation responses and general queries on policy matters.
- 2.38. **Telephone;** Information on any aspect of the Local Plan can initially be obtained by calling the City Corporation's Contact

Centre 020 7332 1710. If Contact Centre staff are unable to answer the query, it will be transferred to a member of the team working on planning policy.

- 2.39. **Surveys and other information gathering exercises;** In seeking information or evidence on a particular Local Plan issue it may be necessary to undertake focused survey or other information-gathering exercises. The results of these initiatives will be published in supporting documents on the website and, where practicable, fed back to participants.
- 2.40. **Members;** Members of the Court of Common Council provide an important channel of communication between residents, businesses and other communities and the Department of the Built Environment on Local Plan issues.
- 2.41. **Media;** Consultation exercises will be publicised, where appropriate, through articles in local publications such as residents' newsletters and through the City Corporation's Social Media accounts. The City Corporation will also issue press releases when consulting on important policy documents.
- 2.42. **Duration of consultation;** The duration of each consultation stage will meet the minimum statutory periods set out in regulations. For the Local Plan consultation will be for a minimum of six weeks, and for SPDs and CIL a minimum of four weeks. Longer periods may be used where consultation is on complex issues or longer documents and when the consultation falls over the peak summer holiday, Easter or Christmas holiday periods.

Standards for Community Involvement

- 2.43. The City Corporation will have regard to the following standards when carrying out consultation on planning policy:
- 2.44. **Continuous Engagement;** Those who express an interest in the consultation will be kept informed and encouraged to engage throughout the development of the policy document (unless they have requested no further communication).
- 2.45. **Effective Planning and Timetabling;** All stages of consultation will be planned and timetabled before consultation begins to ensure the consultation process is manageable within the time available. Where several documents are being consulted upon at the same time, the consultation periods and closing dates will be co-ordinated as far as practical.

- 2.46. **Clear Communication with Participants;** When consultation begins, potential participants will be informed about the consultation aim(s), methods used, the time commitment required from them, how the data will be used, and the limitations of the consultation exercise, i.e. what it will not be able to achieve or affect. As soon as possible following a consultation exercise, a report will be published on the City Corporation's website regarding the findings of consultation and how they are being taken forward. Participants will be provided with all the information they need when they are consulted so that they can offer informed views. Participants will be informed that any comments made during the consultation period are public and will be posted on the City Corporation's website.
- 2.47. **Clear Communication with Officers and Members;** Relevant officers and Members will be kept informed about consultation exercises to ensure that they can feed into the exercise and/or be able to inform potential participants as appropriate.
- 2.48. **Avoidance of Duplication;** No consultation exercise will take place if it knowingly duplicates another similar exercise.
- 2.49. **Inclusivity;** All members of a target group, including "difficult to reach" groups will be enabled to participate in a consultation exercise if they wish. All consultation exercises will be planned to suit the needs of those who make up the target group. This may require actively seeking out the views of hard-to-reach groups.
- 2.50. **Consultation Branding;** City Corporation consultation documents, tools and feedback reports will carry the City Corporation's crest and be in City Corporation-approved fonts.
- 2.51. **Proportionate Approach;** The resources used in a consultation exercise and the size of that consultation will be proportionate to the scale and impact of the decisions that will be made following the consultation, whilst ensuring that statutory requirements are met, as a minimum.
- 2.52. **Respect for Participants' Views;** Consultation will be carried out in a non-judgemental way, so that participants feel able to express their views freely.

Feedback

- 2.53. Providing feedback to participants in the planning process is an integral part of policy preparation.

- 2.54. At each public consultation stage the City Corporation will respond to the representations received in the following ways:
- All responses will be acknowledged within five working days of receipt.
 - Full consideration will be given to all representations received. The City Corporation will engage in further discussions to assist those making comments on planning policy documents if requested.
 - A report will be prepared which summarises all the responses received and the City Corporation's response to the comments. The report will be published on the City Corporation's website and made available in other formats on request.
 - All respondents will be informed that the report on the outcome of the consultation procedure is available.
 - Respondents who have asked to be kept informed will be notified of subsequent consultation stages and the adoption of the policy document.

Supporting documents

- 2.55. Planning policy documents (the Local Plan, Supplementary Planning Documents and Community Infrastructure Levy Charging Schedule) will be supported by a range of research, reports and other material that contribute to, explain and justify their preparation. These supporting documents will be made publicly available alongside the policy documents to support consultation.

Integrated Impact Assessment

- 2.56. An Integrated Impact Assessment will be undertaken on emerging planning policy documents. The Assessment will incorporate where required by legislation:
- Sustainability Appraisal and Habitats Regulation Assessment;
 - Equalities Impact Assessment;
 - Health Impact Assessment.
- 2.57. **Sustainability Appraisal;** The Local Plan will be subject to Sustainability Appraisal (SA) to assess the social, environmental and economic impact of its policies. SA will incorporate the requirements for Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment, in accordance with European Directives. Sustainability Appraisal is carried out throughout the preparation of the Local Plan and there will be opportunities for consultation at the following stages:

- Initial consultation on the scope of the appraisal with statutory consultees (the Environment Agency, Natural England and Historic England) and key stakeholders including the Mayor of London and neighbouring boroughs. Information will be posted on the City Corporation's website to enable other interested parties to comment.
 - Sustainability commentaries are produced during the preparation of the Plan (i.e. during the identification and testing of different policy options) to inform decision making.
 - A full sustainability report is issued alongside the published Local Plan.
- 2.58. Supplementary Planning Documents are screened to establish whether they will result in significant effects as defined by the SEA Directive. This SEA screening will include consultation with statutory consultees and the screening report will be issued alongside the draft SPD for public consultation. Where screening determines that a full SEA/SA is required, the same procedure as for the Local Plan will be followed.
- 2.59. The Community Infrastructure Levy Charging Schedule sits alongside the Local Plan but is a financial document and therefore not subject to the requirements of the SEA Directive. An Equalities Impact Assessment will be undertaken for the Charging Schedule.
- 2.60. **Equalities Impact Assessment;** The purpose of an Equalities Impact Assessment (EqIA) is to ensure that planning policies do not discriminate and that, where possible, they promote equalities. All planning policy documents will be subject to an EqIA to assess the impact of policies on equalities groups relating to gender, race, disability, age, faith, sexual orientation and caring responsibilities.
- 2.61. Policy documents will be subject to an EqIA initial screening stage to determine whether they would result in significant equalities issues which would require a full EqIA. If the initial screening stage highlights anything that may have a negative impact on any of the identified equalities groups, a full EqIA will be carried out. The results of this full EqIA will highlight changes that could be made to the policies to mitigate any negative impacts on the equalities groups.
- 2.62. **Health Impact Assessment;** Health Impact Assessment (HIA) is a practical approach used to judge the potential health effects of a policy, programme or project on a population, particularly on vulnerable or disadvantaged groups. HIA can assist in actively

promoting health as well as preventing injury and disease. In undertaking a review of the Local Plan, an assessment of the impacts on health and wellbeing (a Health Impact Assessment) will be undertaken.

Consultation on policy documents

2.63. The methods and arrangements for consulting on the Local Plan, Supplementary Planning Documents and any review of the Community Infrastructure Levy Charging Schedule are explained in detail on the following pages.

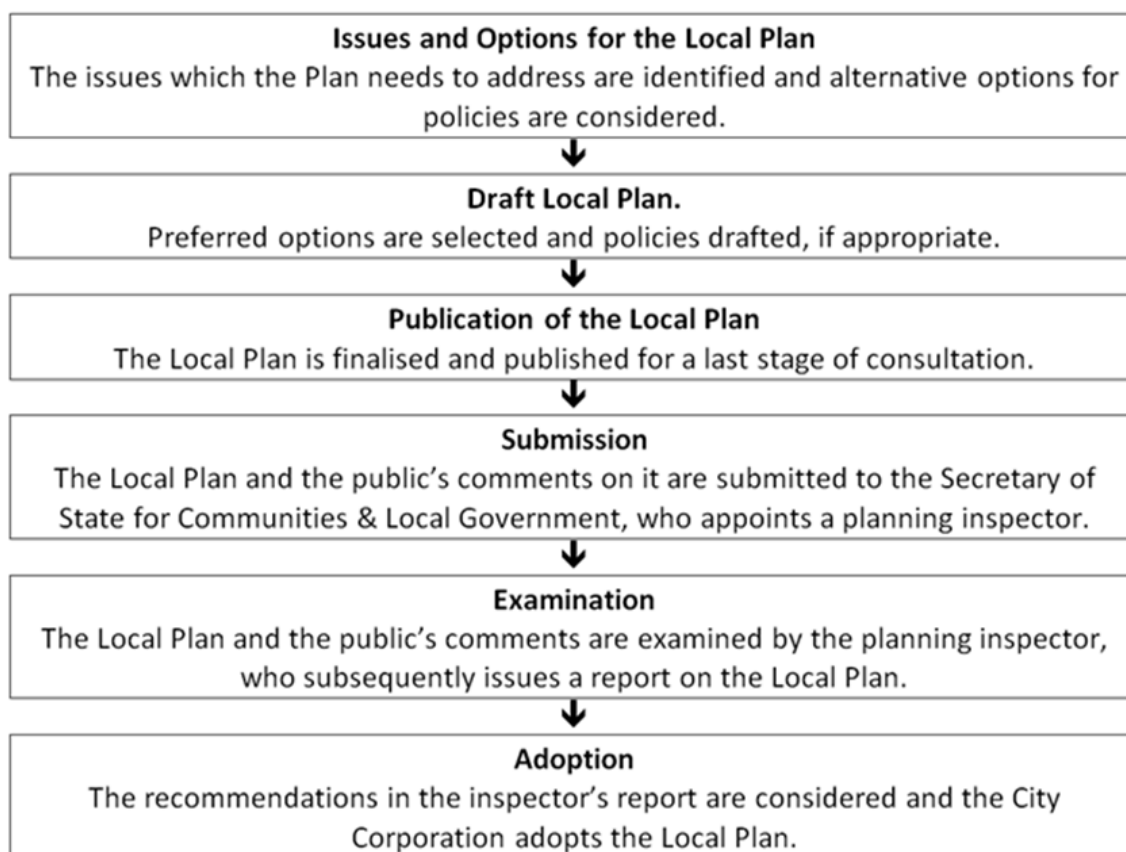
Neighbourhood Planning

2.64. The City Corporation will meet the minimum requirements as set out in regulations in regard to consultations on establishing a Neighbourhood Forum and preparation of a Neighbourhood Plan.

2.65. The City Corporation will meet with any prospective neighbourhood forums to offer guidance and support where possible.

Local Plan

- 2.66. The City of London's existing Local Plan was adopted in January 2015. It is the key strategic planning document for the City of London and sets out the visions, strategy, objectives and policies up until 2026.
- 2.67. Local Plans require periodical reviews so that they remain up to date with regional and national policy as well as local circumstances.
- 2.68. Any Local Plan review will involve several stages during which the public will be consulted. These stages are set out below:



Consultation on each of these stages is detailed on the following pages.

Issues and options for the Local Plan

2.69. Purpose of consultation

- On-going involvement of relevant individuals and organisations to provide representations on what issues the plan should address. The objective is to assist the City Corporation in the identification of issues which the Local Plan or its review needs to include and to discuss possible alternative policies and proposals to address these.
- To involve all appropriate groups in the preparation of the plan using a variety of consultation activities.
- To ensure that communities' views are considered at an early stage in the plan making process and to build and develop on-going community involvement.

2.70. Consultation arrangements

- Publish a consultation document identifying issues and alternative policy options for a minimum of six weeks.
- Make all documents available on the website.
- Make all documents available for inspection at the Guildhall and the City's libraries during normal opening hours for the length of the consultation period.
- Consult "Specific" and "General" consultation bodies.
- Consult residents, businesses and all on the City Corporation's Local Plan consultation database.
- Consult "Duty to Cooperate" bodies.
- Seek the views of the Department of the Built Environment Users' Panel, Conservation Area Advisory Committee and Access Group.
- Consult other appropriate bodies.
- Publish an update to the Local Plan Bulletin.
- Arrange public meetings as appropriate, as part of the process of continuing community engagement.
- Arrange displays at appropriate locations if considered useful.
- Consult on the Integrated Impact Assessment.

Draft Local Plan

2.71. Purpose of consultation

- To identify preferred policy options from the alternative options put forward at the previous consultation stage.
- To consult on a draft version of the Local Plan and take account of the public's views before it is finalised.

2.72. Consultation arrangements

- Publish the draft Local Plan or draft alterations to the adopted Local Plan for a minimum of six weeks.
- Issue a summary of the comments received at the previous consultation stage and explanation of how these have been taken into account.
- Make documents comprising the evidence base available.
- Make all documents available on the website.
- Make all documents available for inspection at the Guildhall and the City's libraries during normal opening hours for the length of the consultation period.
- Consult "Specific" and "General" consultation bodies.
- Consult residents, businesses and all on the consultation database and who may be interested.
- Consult "Duty to Cooperate" bodies.
- Seek the views of the Department of the Built Environment Users' Panel, Conservation Area Advisory Committee and Access Group.
- Consult other appropriate bodies.
- Publish an update to the Local Plan Bulletin.
- Arrange public meetings as appropriate, as part of the process of continuing community engagement.
- Arrange displays at appropriate locations if considered useful.
- Consult on the Integrated Impact Assessment.

Publication of the Local Plan

2.73. Purpose of consultation

- Formal consultation on the Local Plan or alterations to the adopted Local Plan before it is submitted to the Secretary of State for independent examination.
- This version of the Plan has been prepared in the light of previous consultation stages and is regarded by the City Corporation as its final draft. Comments at this stage will be considered at the examination by the Inspector.
- The City Corporation may propose limited changes to the Plan where these could resolve minor objections.

2.74. Consultation arrangements

- Publish the Local Plan or alterations to the adopted Local Plan for a minimum of six weeks.
- Publish the Integrated Impact Assessment.
- Publish a statement setting out which individuals and organisations were consulted on the draft Local Plan, how they were consulted, a summary of the issues they raised and how their comments were taken into account.
- Make the evidence base available.
- Publish a statement of the representations procedure.
- Make the Local Plan and supporting documents available for inspection at the Guildhall and the City's libraries during normal opening hours for the length of the consultation period.
- Notify the consultation bodies who were consulted at previous stages of the publication of the Local Plan.
- Publish the Local Plan and its supporting documents on the City of London's website, also detailing where and when they can be inspected or obtained.
- Contact all persons who have made representations at previous stages.
- Make the Local Plan available to the Built Environment Users' Panel, Conservation Area Advisory Committee, and Access Group.
- Publish an update to the Local Plan Bulletin.
- Update displays at appropriate locations.
- Inform other appropriate bodies.

Examination

- 2.75. After the close of the consultation period the City Corporation will submit the Local Plan or alterations to the adopted Local Plan and any representations received on it to the Secretary of

State for Communities & Local Government, who will appoint a planning inspector to examine the Plan. Consultation at this stage will follow the guidance issued by the Planning Inspectorate and any requirements of the inspector appointed.

Adoption

2.76. Once the inspector's report has been issued, and received, as soon as practicable, the City Corporation will:

- Make the inspector's report available on its website and for inspection.
- Inform those who made representations on the published Local Plan or alterations and others who asked to be notified of the availability of the inspector's report.

2.77. The City Corporation will consider the inspector's recommendations and the Local Plan or alterations will be adopted. Following adoption of the Local Plan or alterations the City Corporation will:

- Make the adopted Local Plan or alterations and Integrated Impact Assessment available on its website and for inspection.
- Send an adoption statement to those who made comments on the published Local Plan or alterations.
- Keep the supporting documents available on the website and for inspection for a minimum of six weeks following issue of the adoption statement.

Supplementary planning documents

- 2.78. Supplementary Planning Documents (SPDs) do not make policy but explain the policies and proposals contained in the Local Plan in more detail, where this is necessary.
- 2.79. Consultation involves publishing a draft of the SPD and SEA screening statement for comment. Where appropriate, preliminary consultation will be carried out before the publication of the draft SPD. A consultation statement will be made available when publishing the draft SPD for consultation.
- 2.80. When publishing the draft SPD the City Corporation will take the following steps:
- Make the draft Supplementary Planning Document and any supporting documents available for inspection during normal office hours at the Guildhall and the City's libraries for a minimum of four weeks.
 - Publish the draft Supplementary Planning Document and any supporting documents on the City Corporation's website, also detailing where and when they can be inspected or obtained.
 - Consult "Specific" and "General" consultation bodies who may have an interest, informing them of the consultation on the draft SPD.
 - Consult residents, businesses and all on the City Corporation's Local Plan consultation database.
 - Consult "Duty to Cooperate" bodies.
 - Seek views of Department of the Built Environment Users' Panel, Conservation Area Advisory Committee and Access Group as appropriate.
 - Arrange meetings, presentations, group discussions etc., if appropriate.
- 2.81. The City Corporation will then consider the comments received before amending (if appropriate) and adopting the SPD. When the SPD is adopted the City Corporation will:
- Publish the adopted SPD and adoption statement on the City's website.
 - Publish a consultation statement setting out who was consulted, summarising the issues raised by the public and explaining how these were addressed.
 - Send an adoption statement to all those who commented on the draft SPD (and at any preliminary consultation) and those who request to be notified of the SPD's adoption.

- Keep the supporting documents available on the website and for inspection for a minimum of three months following the issue of the adoption statement.

Community infrastructure levy

2.82. The Community Infrastructure Levy (CIL) is a statutory charge on development used to fund infrastructure provision. The City of London CIL was adopted on 1st July 2014 and the City Corporation has a duty to carry out periodic reviews. Its preparation involves the following stages:

- Consultation on a preliminary draft CIL charging schedule.
- Publication of a draft charging schedule.
- Public examination.
- The CIL is brought into effect.

2.83. The City Corporation will make the following arrangements for consultation on the CIL.

Preliminary Draft Charging Schedule

2.84. Purpose of consultation

- To consult on the level of the CIL charge applicable in the City and take account of the public's views before it is finalised.
- To consult on the evidence base underpinning the proposed CIL charge.

2.85. Consultation arrangements

- Publish the Preliminary Draft Charging Schedule for a minimum of six weeks.
- Make documents comprising the evidence base available for inspection at the Guildhall and the City's libraries during normal working hours for the length of the consultation period.
- Make all documents available on the City Corporation's website.
- Consult adjoining boroughs and the Mayor of London.
- Consult residents and businesses who may be interested.
- Consult voluntary bodies and business representative bodies who may be interested.
- Consult all "Specific" and "General" consultation bodies who may be interested.
- Publish an update to the Local Plan Bulletin.
- Arrange public meetings, focus groups, etc., as appropriate, as part of the process of consultation.
- Seek the views of the Department of the Built Environment Users' Panel.

Publication of Draft Charging Schedule

2.86. Purpose of consultation

- Formal consultation on the Draft Charging Schedule before it is submitted for public examination. This version incorporates any changes made as a result of consultation on the Preliminary Draft Charging Schedule.

2.87. Consultation arrangements

- Publish the Draft Charging Schedule for a minimum of four weeks.
- Make documents comprising the evidence base available.
- Publish a statement of the representations procedure.
- Publish a statement of the fact that the Draft Charging Schedule and supporting material are available for inspection and where they can be inspected.
- Publish a statement setting out which individuals and organisations were consulted on the Preliminary Draft Charging Schedule, how they were consulted, a summary of the issues they raised and how their comments have been taken into account.
- Include a notice setting out a statement of the representations procedure and of the availability of documents for inspection in a local newspaper.
- Make all documents available on the City Corporation's website.
- Make the Draft Charging Schedule and supporting documents available at the Guildhall and the City's libraries during normal working hours for the length of the consultation period.
- Consult adjoining boroughs and the Mayor of London.
- Consult all "Specific" and "General" consultation bodies, residents, business, voluntary bodies and business representatives' consultation bodies who may be interested.
- Publish an update to the Local Plan Bulletin.
- Arrange public meetings, focus groups, etc., as appropriate, as part of the process of consultation.
- Seek the views of the Department of the Built Environment Users' Panel.

Examination

- 2.88. After the close of the consultation period the City Corporation will submit the Draft Charging Schedule, a statement of consultation, copies of any representations received and copies of the evidence base to the appointed Examiner. Any person

making representations on the Draft Charging Schedule has a right to be heard by the Examiner.

Approval

- 2.89. The Examiner will report to the City Corporation. The City Corporation will consider the report and, if recommended for approval, approve the CIL Charging Schedule by resolution of the Court of Common Council, setting a date on which the CIL will come into effect.

3 Consultations on Planning Applications

Introduction

- 3.1. Development management is the process through which planning applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public on all planning applications.
- 3.2. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and the general public. Publicising an application requires notice to be displayed on or near the site, information to be provided on the City Corporation's website and notice to be published in the local press in the case of major applications or listed buildings and applications within a conservation area. Table 1 sets out means used by the City Corporation for publicising planning applications in accordance with the statutory requirements.

Type of development	Site notice	Newspaper advertisement	Website
Applications for major development as defined in the Development Management Procedure Order	X	X	X
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	X	X	X
Applications which do not accord with the development plan in force in the area	X	X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	X	X	X
Applications for planning permission not covered in the entries above e.g. non-major development	X		X
Applications for listed building consent	X	X	X
Applications to vary conditions attached to a planning permission or listed building consent.	X	X	X

Table 1. Consultation requirements for planning applications

Pre-application discussions / general planning advice

- 3.3. Prior to any application being submitted it is considered of considerable importance, for both the City Corporation and the applicant, that discussions are held so that advice may be provided and any issues of concern discussed. Such discussions can significantly speed up the application process as well as ease the understanding of planning considerations and ultimately reduce the likelihood of an application being refused. A charge is made for pre-application meetings and a schedule of charges is available on the City Corporation's planning website.
- 3.4. The City Corporation offers the following services:
- 3.5. **Advice** – Assistance and guidance is given to applicants before and after applications are submitted. Advice may be available at meetings, in writing, by telephone and by email.
- 3.6. **Negotiations** - Proposals are discussed with applicants to ensure that technical and other advice is provided and that development meets development plan policies and achieves the highest standards of design.
- 3.7. **Enquiries office** - A public counter service is provided where statutory and other information may be obtained in person between 9.30am and 4:30pm Monday to Friday.
- 3.8. **Planning officer** - A professional officer is available to give general advice without an appointment between 9.30am and 4:30pm, Monday to Friday.
- 3.9. **Website (www.cityoflondon.gov.uk/plans)** - The City Corporation's website contains general information on town planning in the City of London, including planning policy documents, application forms, advice on what information is needed with applications and records of planning applications previously submitted.
- 3.10. **Planning Portal** – The Planning Portal is a government website which provides information and advice on general planning matters. It also contains a link to the City of London's planning policies. Planning applications may be submitted electronically through the Planning Portal.

- 3.11. **Informing people about planning applications** - The City Corporation informs people of planning applications in a number of different ways. The following methods are used in all cases:
- 3.12. **Weekly list** - Weekly lists of new applications are available on the City Corporation's website.
- 3.13. **Site notices** - A public notice is displayed on or near the site within ten working days of receipt of all valid and relevant applications for planning permission, listed building consent, works to trees with preservation orders and removal of trees in conservation areas.
- 3.14. **Website** - Details of current applications and the weekly list are available on the City Corporation's website. The public may submit comments on any valid planning application via the website: www.cityoflondon.gov.uk/plans
- 3.15. The following methods of consultation are additionally used in appropriate cases:
- 3.16. **Neighbour notification** - In some circumstances letters are sent to owners and occupiers of buildings where proposals may affect them, e.g. neighbouring residential buildings and public buildings such as churches. A database of residential properties is maintained and residential neighbours will be notified of relevant applications. The City Corporation will consult residents in other local authorities who are considered to be affected by development proposals. Normally, 21 days will be provided to comment although sometimes there will be a shorter response period.
- 3.17. **Newspaper** - When required by regulation, a notice will be placed in the local newspaper 11 days after the Friday of the week in which the application is validated.
- 3.18. **Content of applications** – The City Corporation will require applicants to provide appropriate illustrative material to assist the public in understanding proposals, which may include photo-montages, perspectives and models.
- 3.19. **Consultation with other bodies** - The City Corporation consults specific organisations in accordance with the statutory requirements and other bodies when appropriate. A large scale proposal could affect a wide area or have an impact on many people. A list of people and organisations consulted on planning applications by the City Corporation is available on the website

and is kept up to date. A letter or email is sent to consultees inviting their comments and in some cases copies of the application and documents are sent to those consulted. Comments can be submitted by letter or email, or through the City Corporation's website.

- 3.20. **Availability of applications to view** - All letters and public notices state that an application has been made and include a brief description of the proposal, details of where the application can be viewed and how to contact the Department of the Built Environment. Applications can be viewed on the City Corporation's website and are also available to view at the Department of the Built Environment enquiries desk which is open between 9.30am and 4:30pm Monday to Friday, where an officer is available to assist, and at other times by appointment.
- 3.21. **Site visits** - Application sites are visited by planning officers. Neighbouring premises may be visited if a neighbour asks for assistance in understanding a proposal or wishes to demonstrate a concern.
- 3.22. **Presentations** – City Corporation officers present relevant applications to meetings of the Conservation Area Advisory Committee and the City of London Access Group, which are external independent bodies, in order that these bodies may be briefed when making observations on applications. These two groups have been established to advise the City Corporation on particular aspects of both planning policy and planning applications:
- *The Conservation Area Advisory Committee* is consulted on applications within and affecting the City's conservation areas.
 - *The Access Group* advises on making the City's environment accessible to all, including people with disabilities.
- 3.1. **Consultation by Applicants** - The City Corporation greatly encourages applicants to engage with the community at the pre-application stage. Such engagement should be proportionate to the nature and the scale of any proposed development. Whilst there is currently no statutory requirement to carry out pre-application consultation for most forms of development, the National Planning Policy Framework indicates that such engagement at an early stage can improve the speed at which applications are determined and the more issues resolved at the pre-application stage the greater the benefits for all parties concerned.

When comments on planning applications have been made

The City Corporation undertakes to:

- 3.2. **Acknowledge** all comments on applications in writing or by email within three working days of receipt. People making representations will be notified of the name of the Case Officer and their contact details. Comments are available on the City Corporation's website.
- 3.3. **Consultation on revised proposals.** Comments are conveyed to applicants and, where significant revisions are made, the City Corporation will notify those it considers would be affected by the revisions and who have commented on the proposal, in writing or by email, as appropriate.
- 3.4. **Committee and Delegated Reports.** When an application is referred to the Planning and Transportation Committee, a summary of all relevant comments or objections are included in the report and the comments are attached or placed in the Members' Reading Room. In the case of delegated decisions, the comments are summarised in the report and held on the planning file.
- 3.5. **Public speaking at Committee.** When an application is considered by the Planning & Transportation Committee, individuals and persons representing organisations may speak at the Committee meeting, subject to current guidelines. A copy of the guidelines is kept available for inspection from the Committee Clerk and on the City Corporation's website. Everyone who has made comments on an application being considered by the Committee will be advised of the date and the arrangements for public speaking at the Committee.

Informing people of decisions on planning applications

- 3.6. It is important that planning decisions are open and transparent. Decisions on planning applications are made exceptionally by the Court of Common Council and more usually by the Planning and Transportation Committee, the Chief Planning Officer or other officers with delegated powers. The criteria for determining whether the decision should be taken by the Court of Common Council, Committee or officers are set out in the Planning & Transportation Committee's terms of reference and the Delegation Instrument, which are available on the City Corporation's website.

- 3.7. Reports to Committee or for a delegated decision set out the material considerations. Planning conditions or reasons for refusal are attached.
- 3.8. When applications for planning permission accord with the policies contained within the development plan, when no more than four objections to the proposal have been received and when the proposal includes no major planning issues the decision is taken by the Department of the Built Environment's Chief Planning Officer or other officers with delegated powers. Over 90% of planning applications are dealt with in this way.
- 3.9. Major applications and planning applications that have received more than four objections or are recommended for refusal are considered by the Planning and Transportation Committee, which normally meets on a three-weekly cycle. Agendas and committee reports are available from the Town Clerk six working days before the meeting, and may also be viewed on the City Corporation's website.
- 3.10. **Issue of decisions** - Decisions on planning applications will be issued within two working days of the decision being made.
- 3.11. **Notification of decisions** - People and organisations that make representations in respect of an application will be notified of the decision, in writing or by email, within three days of the decision being issued.
- 3.12. **Weekly list of applications determined** – This is available on the City Corporation's website.
- 3.13. **Appeals** - If an application is refused, the applicant has a right to appeal against this decision or against conditions attached to a planning permission. Due to pre-application discussions less than 1% of applications are refused in a normal year and consequently few appeals are lodged. Where an appeal is lodged, those people and organisations notified of the original application and other people who made observations on the original planning application will be notified of the appeal in accordance with the relevant government regulations.

Appendix A

Bodies consulted on planning applications

Bodies to be consulted on planning applications will be selected from the following list as relevant:

Historic England
Ancient Monuments Society
Council for British Archaeology
Society for the Protection of Ancient Buildings
Georgian Group
Victorian Society
London Society
Garden History Society
Twentieth Century Society
SAVE Britain's Heritage
Smithfield Trust
Spitalfields Trust
City Heritage Society
Theatres Trust
Design Council/CABE
London Fire and Emergency Planning Authority
Mayor of London
City of Westminster
London Borough of Camden
London Borough of Islington
London Borough of Hackney
London Borough of Tower Hamlets
London Borough of Southwark
London Borough of Lambeth
Transport for London
Docklands Light Railway Ltd
Crossrail
Network Rail
Thameslink Rail Ltd
Port of London Authority
River Thames Society
Environment Agency
Royal Parks
Historic Royal Palaces
Surveyor to the Tower of London
International Council on Monuments & Sites UK
Surveyor to the Fabric of St Paul's Cathedral
Natural England
Thames Water
London City Airport
Heathrow Safeguarding
Civil Aviation Authority