

# Early Community Engagement Guidance Note for Applicants and Developers

Draft V8 - February 2021

## 1. Introduction and Purpose

This guidance sets out our expectations for how applicants and developers should engage with local communities at the earliest stage of scheme development and explains the information applicants should provide to demonstrate the engagement they have undertaken and how it has positively influenced the evolution of their development proposals.

The council strongly supports the view expressed by Government in the National Planning Policy Framework (2019) (para 39) that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Best practice pre-application engagement with all parties, including the local community, enables better coordination between public and private resources and improves outcomes for communities and developers by delivering high quality, sustainable development.

The advice in this guidance note builds upon the expectations and requirements set out in Section 8 of our Statement of Community Involvement (2014)<sup>1</sup>, which we will update during 2021, and explains how public engagement on emerging development proposals should be undertaken by developers following the **principles of good engagement**, namely that it is *early, open, transparent, inclusive, responsive and accessible*.

## 2. What is Early Community Engagement & What are the Benefits?

Early community engagement is the process of engaging with residents, Councillors and other local stakeholders at the earliest possible stage in the scheme development process, providing the opportunity for the engagement to be multi-phased, enabling an informed 'conversation' with communities rather than notifying them of an already defined proposal. It provides communities with a meaningful role in shaping their places and allows developers to benefit from the insight that communities can provide through their unique local knowledge, test and refine ideas at an early stage and gather support for the general principles of their development proposal. Well executed community engagement following best practice makes the planning process a more positive experience for all participants.

The planning system is often viewed as a complex and highly technical process; it can be confusing, and people can feel that their views are not considered sufficiently when engagement is poorly executed or timed, leading to a breakdown in trust between all parties. Effective well thought out

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<sup>1</sup> Statement of Community Involvement in Planning (2014): [www.westminster.gov.uk/media/document/core-008---statement-of-community-involvement-in-planning](http://www.westminster.gov.uk/media/document/core-008---statement-of-community-involvement-in-planning)

early engagement can reduce conflict, allow communities to have their say at a stage where their views can genuinely influence design decisions and consequently result in better development that is more responsive to local need and resilient to future changes in local behaviour and demand.

Early engagement can also help communities understand the developers' perspective; communities may not agree with the final proposal or the outcome but may still accept the reasoning. It offers a vital opportunity for developers to explain their vision and aims to local communities and demonstrate how they propose to realise these having regard to site and economic constraints. By sharing their vision with local communities in an open, transparent and collaborative way, developers can utilise early engagement to reduce the number and severity of objections raised at formal application stage. This can assist the council to make more timely decisions, and this in turn can help applicants by reducing unnecessary delay and cost.

When done well, early community engagement improves trust and relationships between developers and local communities, building greater overall support for development and a greater appreciation of the positive benefits that can be delivered for existing local communities by well-designed development.

### **3. Who to Consult – Inclusive Engagement**

It is important to engage with as many members of communities affected by proposals, from as diverse a cross section of those communities, as possible. All community engagement must be compliant with the Equality Act 2010 and uphold the values of equality, diversity and inclusion.

You should ensure that your engagement seeks to reach all groups within communities, including minority groups and those that are disengaged, as well as more established community groups. To support this approach engagement should be disability positive.

Westminster has many long-standing, active community groups and amenity societies who are regularly involved in consultations or community engagement and have made a significant and positive contribution to planning in Westminster over many years. The opinions of all groups have value and you should ensure they are all engaged with in the most appropriate way and aren't marginalised as a result of their involvement (or lack thereof) in previous community engagement.

We recommend that as a minimum you ensure that the groups listed below are included when undertaking early community engagement. You should also seek advice from local community groups and planning officers who may be able to assist you in identifying additional community stakeholders and help you to understand their particular interests and needs, and how best to engage with them. Recommended groups for inclusion in early community engagement include:

- the local communities including residents, workers and businesses in the vicinity<sup>2</sup> of the development site, having special regard to how traditionally 'rarely heard from' groups can be engaged;

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<sup>2</sup> 'Vicinity' should be determined having regard to the scale and impact of the proposed development.

- recognised amenity societies<sup>34</sup>;
- neighbourhood forums<sup>5</sup>;
- existing community, residents and tenants' groups,
- Ward Councillors;
- community councils (Queens Park Community Council – where applicable);
- Business Improvement Districts (BIDs)<sup>6</sup>;
- local faith groups;
- special interest groups<sup>3</sup> (e.g. 'friends of' groups, conservation groups etc.) and semi-recognised amenity societies<sup>3</sup>.

In addition to early community engagement, you should also engage with officers using the council's Pre-Application Advice Service<sup>7</sup> and consult other relevant statutory and non-statutory consultees.

#### 4. Engagement Methods – Making it Open, Accessible & Meaningful

Early community engagement can take many forms, ranging from awareness raising, for example leaflets, posters, online content/a website, to consultation using questionnaires, interactive social media, public meetings or groups and more collaborative and participatory approaches such as design workshops and forums.

Over recent years digital consultation technology and platforms have advanced significantly and this is reflected by the Government's call for greater use of digital technology to aid planning consultation, in their recent Planning White Paper (August 2020)<sup>8</sup>. Consultation undertaken on the council's own development proposals demonstrates that digital consultation methods and platforms reach a wider range of people within communities, often from those groups that are disengaged when using more traditional non-digital consultation methods. Typically a blended approach mixing digital and non-digital methods will ensure engagement reaches the broadest range of participants from across the local community.

The range of consultation methods available fall into three categories; namely informative, consultative or collaborative engagement (see Table 1).

**Table 1: Types and Methods of Engagement.**

<b>Informative Engagement</b>	Leaflets and traditional media
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<sup>3</sup> List of recognised amenity societies, semi-recognised amenity societies and special interest groups: [www.westminster.gov.uk/sites/default/files/list\\_of\\_amenity\\_societies\\_in\\_westminster2018.pdf](http://www.westminster.gov.uk/sites/default/files/list_of_amenity_societies_in_westminster2018.pdf)

<sup>4</sup> Link to Westminster Amenity Society Forum: <http://westminsteramenitysocietiesforum.org/>

<sup>5</sup> List of Neighbourhood Forums: [www.westminster.gov.uk/neighbourhood-forums](http://www.westminster.gov.uk/neighbourhood-forums)

<sup>6</sup> List of BIDs: <https://www.westminster.gov.uk/businesses/westminster-business-improvement-districts/bids>

<sup>7</sup> Pre-Application Advice Service: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/request-pre-application-planning-advice>

<sup>8</sup> Government Planning White Paper 'Planning for the Future' (August 2020): [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907647/MHCLG-Planning-Consultation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907647/MHCLG-Planning-Consultation.pdf)

	Development website/ council's website/ social media (where informative with no interaction)
<b>Consultative Engagement</b>	Interactive digital engagement/ social media (where interaction is included)/ online questionnaires
	Public exhibitions/ meetings
	Meeting(s) with Ward Members & other statutory/ non-statutory consultees
<b>Collaborative Engagement</b>	Engagement forums/ workshops

For major development you should use some or all of these techniques depending on scale of development (see Table 2) and you should include a mix of techniques to ensure your engagement is inclusive and reaches different audiences and communities within the vicinity of the development site. However, it is important to tailor the engagement approach taken on a case by case basis to ensure you overcome the particular barriers to participation that may exist in different communities.

When planning early community engagement, you should identify any potential barriers to engagement and design your engagement strategy to minimise them where possible. There are groups in all communities who are more difficult to engage. Potential barriers to their involvement include: (i) the capacity and ability of different stakeholders (e.g. visible and non-visible disability, childcare/ caring commitments or employment commitments); (ii) being members of typically 'rarely heard from' groups such as young people, older people, minority groups or socially excluded groups; (iii) those with limited computer literacy and/ or access to technology; and (iv) those with more limited literacy and/ or numeracy or a dominance of oral culture. Ensuring that an engagement strategy is inclusive and accessible to the widest range of community members contributes to its value and its legitimacy.

A minimum of 2 weeks notice of engagement events should be given. For all forms of participatory engagement, you should ensure that multiple sessions are scheduled at various times during the day to maximise participation. For engagement events held at a venue in the vicinity of a development site you must ensure the chosen venue is fully accessible. You should consider whether the use of non-traditional venues would assist in reaching disengaged groups. Venues that can provide appropriate audio or visual aids should be prioritised.

We recommend that the types and methods of engagement included in Table 1 are designed in accordance with the example formats outlined below. However, it should be noted that this does not preclude developers from pursuing a more bespoke approach where this would respond to the particular needs of the local community and would lead to enhanced engagement outcomes.

**Method 1: Leaflets/ Use of Traditional Media & Development Information Website**

Written and/ or email correspondence/ newsletters/ leaflets setting out the key aspects of a proposed development (see Section 5 for content requirements) and advising where further information can be obtained and, for larger developments, where comments can be made (i.e. by reference to an informative website/ public exhibition/ engagement event).

**Method 2: Meeting(s) with Ward Councillors**

Meeting with a Ward Councillor(s) specifically arranged for the purpose of discussing the development proposal and setting out any concerns relayed by their local residents. Developers should notify officers where a meeting has been arranged with a Ward Councillor(s). Ward Councillors may invite officers to attend the meeting\*. The use of new technologies and 3D modelling should be used for these meetings, where appropriate, to help articulate the development proposals.

*\*Note that officers are not required to attend as whilst Ward Councillors can provide valuable advice on the key concerns of their constituents, the views they may express are their own and not representative of the council as Local Planning Authority.*

**Method 3: Interactive Digital Engagement**

Use of an interactive website and/ or digital consultation/ social media platforms to provide detailed information on the proposed development and key objectives for the site, and provision of the opportunity to comment (i.e. by use of online questionnaires, surveys, comments portal or similar). Method 3 may incorporate the use of new technologies/ interactive features and 3D modelling. It may also include digital online forums and exhibitions.

Where targeted online consultation is utilised, the parameters for consultation (i.e. the geographic and demographic profile of those targeted etc.) should be arrived at with the aim of ensuring the consultation is inclusive of all communities within the vicinity of the development site and for the purpose of transparency and openness, these parameters should be specified in the Early Engagement Strategy submitted at pre-application stage and the SCI submitted at application stage.

**Method 4: Public Exhibition/ Consultation Event/ Drop In Session**

A public event held be at a venue in the immediate vicinity of the development site where visual displays of the proposed development are provided, with the opportunity for the public to comment on the proposed development. Such events should be appropriately publicised in advance (including use of Method 1).

Digital alternatives to 'in person' events should also be considered and may help to reach a wider range of persons from the local community. A digital format would take the form of a webinar, which enable the presentation of the same material as could be presented in a physical space and also enable comments to be made via a question and answer session, and via follow up email or phone correspondence.

It is recommended that a professional facilitator<sup>9</sup> is appointed to compile consultation materials, organise the format for collecting consultee's views and lead engagement with the public at the event.

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<sup>9</sup> 'Professional Facilitator' means a person or persons appointed by the developer outside of their retained development team (i.e. appointed specifically to manage and host engagement events and not retained for the purpose of handling on-going development proposal communications), who has relevant professional experience in advising on consultation content and facilitating community engagement on development proposals.

Officers should be invited to the event in an observational capacity. All feedback should be provided to officers following the event to inform their advice in response to pre-application advice requests.

#### **Method 5: Workshops**

Workshops are a more collaborative approach to engagement than public exhibitions and consultation events. Workshops typically provide attendees with greater scope to offer their opinions on the form and function of a proposed development.

Workshops should be held at a venue in the immediate vicinity of the development site or online and publicised in advance. They are likely to be more effective when held during the earliest stages of scheme development and are typically more productive when limited to a specified number of attendees that represent a cross section of all parts of the local community. Consideration should be given to the use of professional facilitators to prepare workshop materials, set discussion topics and questions and lead the workshop session. Officers should be invited to workshops in an observational capacity.

You may wish to consider livestreaming or making recordings of workshops available online for those unable to attend (i.e. where attendee numbers may have been limited to maintain the effectiveness of the session) and provide alternative online method of submitting feedback to broaden the reach of these events.

#### **Method 6: Engagement Forums**

Engagement Forums (EFs) are more structured interactive events attended by local community stakeholders, to which Ward Councillors may also be invited. EFs would normally be appropriate when developing schemes of more strategic scale and the thresholds set out in Table 2 reflect this. EFs should be organised by developers, or preferably on their behalf by a professional facilitator, and held at an appropriate venue in the vicinity of the development site. EFs should typically last 2 to 2.5 hours and comprise a concise introduction of the site and key facts regarding the proposed development.

Officers should be invited to EFs. Note that their involvement will be as impartial observers and they will not provide comment on the acceptability of the proposal to the developer or other attendees. Officers will provide an overview of the policy context for the site being discussed.

The session should conclude with a forum discussion and a question and answer session between the developer and attendees that is chaired by the appointed professional facilitator. You should ensure that the developer presentation is limited to not more than 30 minutes to ensure sufficient time for open and unconstrained discussion between participants. The developer should take minutes of the EF and these should be shared with and agreed with the attending officer. Alternatively, a recording of the EF may be made and shared where appropriate agreement has been received from all attendees. The attending officer will use the record of the EF discussions to inform subsequent written pre-application advice provided by officers.

Like workshop events, EFs may also be undertaken in a remote format, particularly where in-person events are not possible (for example due to the impact of the Coronavirus pandemic). You may wish to consider livestreaming or making recordings of EFs available online for those unable to attend and provide alternative online method of submitting feedback to broaden the reach of these events.

When a local or national emergency has been declared that prevents the carrying out of face to face engagement, such as the Coronavirus pandemic, digital and online versions of these engagement methods should be utilised rather than reducing or ceasing community engagement during the affected period.

## 5. How to Consult – Types of Consultation, Content & Techniques

For major development, the council’s Statement of Community Involvement in Planning sets the expectation that all applicants/ developers will engage with the local community prior to making a formal application. For larger proposals, which are likely to have a significant impact on the environment or on the local community and/ or generate a high level of significant local interest, it is especially important to undertake early consultation on a wider scale.

Table 2 sets out the expected early engagement formats for different scales of development. Developers are encouraged to exceed these where this would enhance the value of the community engagement to be undertaken.

**Table 2: Early Community Engagement expectations for developers.**

Expected Developer Engagement Format(s)	Development Scale (GIA floorspace*)				
	Non-Major Development	1,000-2,499m2 add. floorspace or 10-24 new residential units	2,500-4,999m2 add. floorspace or 25-49 new residential units	5,000-19,999m2 add. floorspace or 49-99 residential units	20,000m2 + add. floorspace or 100 + new residential units
<b>Method 1:</b> Leaflets/ online communication. 	Encouraged	✓	✓	✓	✓
<b>Method 2:</b> Meet Ward Councillor(s)** 	Encouraged	Encouraged	✓	✓	✓
<b>Method 3:</b> Interactive Digital Engagement 	Encouraged	Encouraged	✓	✓	✓
<b>Method 4 or 5:</b> Public Exhibition/ Workshop 				✓	✓
<b>Method 6:</b> Early Engagement Forum 					✓
<b>Expected Collaboration with Officers</b>					

Submit Early Engagement Strategy with Pre-App 		✓	✓	✓	✓
Share Consultation Responses/ Data 		✓	✓	✓	✓
Invite case officer to engagement event(s) 				✓	✓

\* GIA Floorspace refers to additional floorspace in the case of proposals for extensions and all floorspace where new building is proposed (including new build schemes behind a retained façade).

\*\* Meetings are subject to the agreement of the Ward Councillor<sup>10</sup>. Note they are not obliged to meet on all major schemes and will prioritise development that they consider to have significant impact on communities in their ward. Officers may be invited to meetings by Ward Councillors.

When carrying out all methods of engagement for major development, a minimum level of key information regarding the proposed development should be included in the community engagement material:

- the vision and aims for the proposed development/ what the proposal is seeking to deliver and how this contributes to the Council's City Plan policy objectives;
- site layout and details of the use, function and form of proposed development (interactive and/ or 3D modelling should be used wherever possible);
- identified positive and adverse impacts of the development, including the impact on the local highway network, and its contribution to tackling the climate emergency<sup>11</sup> and increasing the sustainability of the city's building stock;
- the S106 and other public benefits to be offered (where applicable);
- the value of any CIL contribution (where applicable) and;
- an outline timeline for delivery of the proposed development and how any foreseeable significant construction impacts could be mitigated;
- alternative options for development of the site (at initial engagement sessions);
- summary of feedback from earlier consultation, amendments to earlier scheme iterations and rationale for amendments (for follow up engagement sessions);
- details of how feedback can be given during and following the engagement event.

Where set out in Section 4, professional facilitators should be used to ensure that the presentation material, format, questions to participants and scope of those invited to participate are balanced and impartial and representative of all communities within the vicinity of the development site. The

<sup>10</sup> List of ward councillors: <https://committees.westminster.gov.uk/mgMemberIndex.aspx?bcr=1>

<sup>11</sup> Westminster's Climate Emergency declaration: <https://www.westminster.gov.uk/climate-emergency-0>

professional facilitators should also chair/ lead the engagement sessions where their involvement is recommended.

The council encourages the use of 3D modelling tools when carrying out engagement. These can greatly assist with the visualisation of proposed development and help to show it in the context of existing townscape. This can help consultees to better understand the impacts of proposed development and, in some cases, allay concerns they may otherwise have had. The council uses 'Vu.City' when assessing development proposals. We encourage you to use this platform, or a compatible model specification, when including contextual 3D modelling in your early community engagement. Note that when seeking pre-application advice for major development, the provision of a Vu.City compatible 3D virtual model of the proposed development will also assist officers in providing advice on your proposal. A specification to ensure 3D models are compatible with Vu.City is provided in Appendix B.

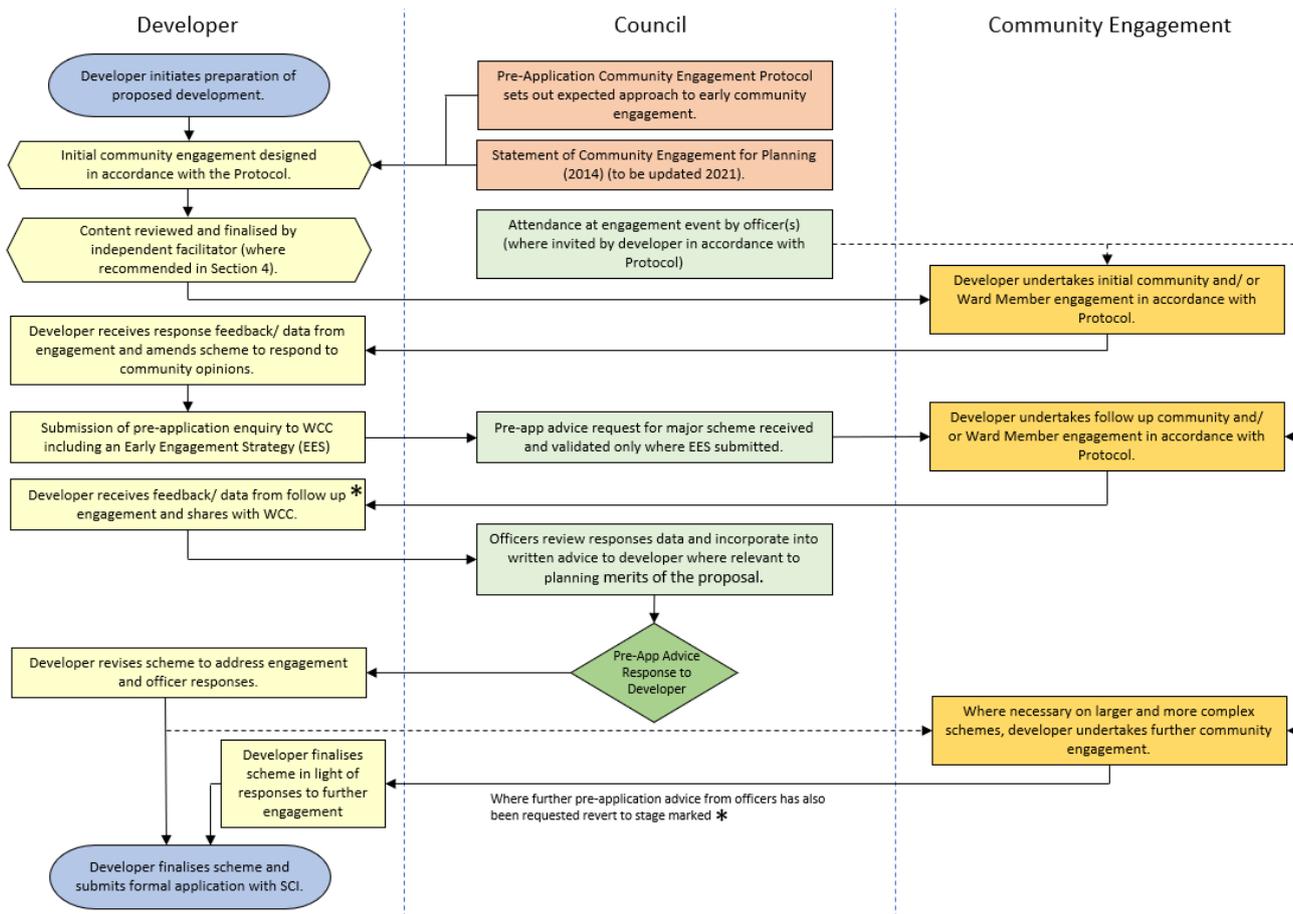
Whilst there is not an expectation for prospective applicants to engage with the community on non-major development, engagement is still encouraged and should be proportionate to the scale of the proposed development. For all scales of development, but particularly non-major development, it is important to consider how you would want to be treated if a development was proposed near you. For example, for extensions and alterations to houses, we would encourage applicants to consult those living adjacent or very close to the site at an early stage. The type of engagement expected for smaller scale proposals will include, but should not necessarily be limited to, written notice of the proposals and/ or offering a meeting with neighbours and allowing the opportunity for their comments to be made at an early stage.

## **6. When to Consult – Early & Responsive Engagement**

Community engagement should begin at the very earliest stage of scheme development. Table 3 sets out a good practice timetable for community engagement during the scheme development process. Following this timetable will ensure that the early engagement undertaken informs the design of the scheme and enables pre-application discussions and subsequent advice from officers to be better informed by the views and expectations of the local community. We therefore strongly recommend that initial community engagement is carried out prior to seeking pre-application advice from officers wherever possible, especially on larger schemes and those where more than two phases of community engagement are planned.

The scope and timetable for the proposed community engagement activities should be captured in an 'Early Engagement Strategy' (EES). The EES should be submitted along with other documents when making a pre-application advice request to the Place Shaping and Town Planning Service. Feedback from early community engagement should be shared with officers during the pre-application advice process, either as part of the submitted EES where community engagement has already commenced or as a subsequent addendum to the EES where community engagement is scheduled to take place concurrently with pre-application discussions with officers. Officers will include reference to relevant comments and views expressed by the local community in their written pre-application advice where these are consistent the policy requirements of the City Plan.

**Table 3: Early Community Engagement Process & Example Timeline.**



The EES submitted with your pre-application advice request should set out the following information demonstrating how early community engagement has/ will be achieved:

- **What engagement has already been undertaken?** Early community engagement should have started well in advance of seeking pre-application advice. Therefore, you should include details of all early community engagement that has already been undertaken prior to the submission of the pre-application advice request, including community feedback from this engagement. All comments received should be included within an appendix to the EES.
- **Who will you engage with?** You should demonstrate the scope of community engagement proposed by including a list of community groups and other statutory and non-statutory consultees that have/ are to be consulted and provide a statement or methodology setting out how the engagement will encompass the principles of equality, diversity and inclusion.

- **How will they be engaged?** Confirmation of which methods will be used with reference to Table 2. The EES should specify how many phases of consultation are proposed and how feedback on earlier engagement is to be provided to stakeholders. It should also confirm that professional facilitators have been employed to organise and chair/ lead engagement events where this is recommended in Section 4.
- **How will you ensure engagement is constructive, accessible and inclusive?** Where possible media/ presentation content for the initial round of engagement should be provided in an appendix. For traditional and digital methods of consultative engagement, the questions to be asked of consultees should be provided and a rationale for the proposed approach provided. For digital/ social media consultation, where particular demographics or geographic areas are to be targeted, these should be set out and a rationale for the proposed approach given.
- **When will you carry out engagement?** A schedule for initial and follow-up engagement should be provided (note it is recognised that the date of follow up consultation may be subject to change dependent upon the response received to initial consultation).
- **How will you capture, record and share feedback?** Provide a methodology for how comments and feedback will be captured and recorded and confirm the format and timeframe for sharing the feedback with officers and (where appropriate) community stakeholders. You should also confirm that the comments and any associated personal data has/ will be captured with appropriate consents (where necessary).

Where community engagement is carried out prior to seeking pre-application advice from officers and this guidance note recommends attendance at the engagement event by officers, you should contact the relevant planning area team (see contact details in Appendix C).

Further views should be sought on the evolving proposals from all those who respond to initial engagement before a planning application is submitted, so that amendments that have been made can be communicated to stakeholders. This approach helps to build trust and enhance transparency in the planning process and enables stakeholders to see that their input has resulted in tangible benefits to the local community. Conversely where changes to a scheme cannot reasonably be made, further engagement enables developers to set out why this cannot be achieved in advance of formal consultation at application stage. For larger scale major development, it is likely that more than two phases of community engagement will be appropriate to secure the best outcomes.

In addition to the steps set out in Table 3, developers of larger scale major development may also wish to present their emerging proposals to the Cabinet Member for Business, Licensing and Planning and/ or the Chairman of Planning (as appropriate) where the development is of a scale or complexity described in Appendix A of the Guidance Note for Developers<sup>12</sup>. In addition to falling within one of the categories in Appendix A, developers must also demonstrate that they have already made a pre-

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<sup>12</sup> Pre-application Engagement with the Cabinet Member for Business and Planning and the Chairman of Planning – Guidance Note: [www.westminster.gov.uk/media/document/cab-memberandcop-meetings-guidance-notedec2020-finalpdf](http://www.westminster.gov.uk/media/document/cab-memberandcop-meetings-guidance-notedec2020-finalpdf)

application advice submission to the Place Shaping and Town Planning Service and provide evidence of initial community engagement (i.e. by the submission of an EES with their pre-application advice request). Feedback from the community engagement should be shared with officers in advance of any meeting with the Cabinet Member or the Chairman of Planning.

## **7. What is Expected at Application Stage – Promoting Transparency**

Where an applicant has undertaken community engagement prior to making a planning application, a Statement of Community Involvement (SCI) must be submitted with a formal planning application in accordance with our Validation Checklist requirements. The SCI should build on the content provided in the EES at pre-application stage. It must set out the type of community engagement undertaken and the success of these methods, along with details of the views expressed and the changes made by the applicant in response. Where no changes have been made, the SCI should explain why not. You will need to consider how you can demonstrate measurable community representation and support for the proposal. The SCI should follow the outline format set out below:

- Identify the scope of community engagement expected by this guidance note and explain how this has been achieved.
- Details of the engagement methods that have been utilised to meet the expected scope and provision of data to demonstrate the reach and inclusivity achieved using the chosen methods of engagement.
- Provision of a schedule/ timeline of when the engagement was undertaken relative to other milestones such as engagement with officers and/ or Councillors and application submission.
- Provision of a full schedule of the comments/ feedback provided by those consulted during each round of engagement and how the scheme has been amended to address these. Where no amendments were made, the decision not to amend the scheme should be justified/ a rationale given.

Where an application is reported to a Planning Applications Sub-Committee for determination the SCI will be used to inform a section of the report outlining the engagement that the applicant has undertaken with the local community and how this engagement has contributed to the finalised design of the proposed development.

## **8. GDPR / Freedom of Information**

The City Council is under a legal duty to disclose any pre-application documentation or correspondence if it receives a Freedom of Information request. If any information disclosed as part of the pre-application process is commercially sensitive you must confirm this to the City Council in writing, however the City Council can only withhold information if it falls within one of the statutory exemptions and whilst it will take your representations into account it is ultimately the City Council's decision as to whether information should be withheld.

The City Council operates in full compliance with GDPR and will not disclose any personal information to third parties.

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## Appendix A – Useful Publications

1. Statement of Community Involvement in Planning (June 2014):  
[www.westminster.gov.uk/statement-community-involvement](http://www.westminster.gov.uk/statement-community-involvement)
2. Pre-application Engagement with the Cabinet Member for Business and Planning and the Chairman of Planning - Guidance Note for Developers:  
[www.westminster.gov.uk/sites/default/files/planning\\_preapplication\\_guidance\\_notes\\_for\\_developers\\_1.pdf](http://www.westminster.gov.uk/sites/default/files/planning_preapplication_guidance_notes_for_developers_1.pdf)
3. National Planning Policy Guidance 'Before Submitting an Application':  
[www.gov.uk/guidance/before-submitting-an-application#local-people-at-pre-application-stage](http://www.gov.uk/guidance/before-submitting-an-application#local-people-at-pre-application-stage)
4. Draft National Design Code and Guidance Notes of Design Codes (February 2021):  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/957205/National\\_Model\\_Design\\_Code.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957205/National_Model_Design_Code.pdf)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/957207/Guidance\\_notes\\_for\\_Design\\_Codes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957207/Guidance_notes_for_Design_Codes.pdf)
5. Good Practice Guide to Public Engagement in Development Schemes – Planning Aid (2010):  
<http://camdencen.org.uk/Resources/Planning/Communities/Good%20Practice%20Guide%20to%20Public%20Engagement%20Development%20Schemes.pdf>
6. 10 Commitments for Effective Pre-Application Engagement – Local Government Association (2014): [www.local.gov.uk/sites/default/files/documents/10-commitments-effective--927.pdf](http://www.local.gov.uk/sites/default/files/documents/10-commitments-effective--927.pdf)
7. 'Rebuilding Trust' – Grosvenor (July 2019):  
Findings Summary: [www.grosvenor.com/Grosvenor/files/a2/a222517e-e270-4a5c-ab9f-7a7b4d99b1f3.pdf](http://www.grosvenor.com/Grosvenor/files/a2/a222517e-e270-4a5c-ab9f-7a7b4d99b1f3.pdf)  
Discussion Paper: [www.grosvenor.com/Grosvenor/files/b5/b5b83d32-b905-46de-80a5-929d70b77335.pdf](http://www.grosvenor.com/Grosvenor/files/b5/b5b83d32-b905-46de-80a5-929d70b77335.pdf)

## Appendix B – 3D Modelling Specification

The Council is uses Vu.City to provide a bespoke model environment of Westminster and central London. To ensure your 3D modelling is compatible with Vu.City software please ensure it meets the following specifications:

- **Geo-referenced position.** The model should be geo-referenced in space to ensure an accurate insertion into the Vu.City model
- **Scale.** Please ensure the model is correctly scaled to the appropriate dimension.
- **File format.** The model should be in the original file format. Preferred file formats are FBX or Revit files but all standard 3D modelling formats are acceptable.
- **Simplified layers.** The 3D model should not be the final detailed design, but a basic model that illustrates the form and location of the proposed buildings.
- **Scope.** Ensure the model is solely within your red line/development boundary and does not include proposals for adjoining sites.

Further information on the use of Vu.City can be found at: <https://vu.city/>.

## Appendix C – Planning Area Team Contact Details

Where the early community engagement will pre-date the submission of a request for pre-application advice from officers you should contact the relevant planning area team via the email addresses below to alert them to the proposed community engagement and request officer attendance. You should provide at least 14 days notice of the intended community engagement event.

Central Planning Team: [centralplanningteam@westminster.gov.uk](mailto:centralplanningteam@westminster.gov.uk)

*Covers the W1 area.*

South Planning Team: [southplanningteam@westminster.gov.uk](mailto:southplanningteam@westminster.gov.uk)

*Covers the SW1, SW7, WC2 and EC4 areas.*

North Planning Team: [northplanningteam@westminster.gov.uk](mailto:northplanningteam@westminster.gov.uk)

*Covers the NW1, NW6, NW8, W2, W9, W10 and W11 areas.*

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