



Updated West London Waste Plan

Consultation Protocol



December 2025

Contents

1. Introduction.....	1
Communication methods	4
Consultation process.....	5
Commitment to consultation.....	8
2. Communication and Consultation Programme	9
Aims	9
Objectives	10
Operating principles	10
Communication and Consultation Programme Activity Schedule	12
Feedback procedures	23
Responding to press and media enquiries.....	23
Further information	24

1. Introduction

This Consultation Protocol sets out the overarching approach to consultation and communication that will be taken during the preparation of the updated West London Waste Local Plan (WLWP). The document outlines the background and context for the preparation of the WLWP and includes a schedule of consultation activities.

In London, every local planning authority has a statutory responsibility to plan for waste management within its area by preparing a Local Plan that includes policies on how and where waste is to be managed. In West London the following six Boroughs and the Old Oak and Park Royal Development Corporation (OPDC) (the Local Planning Authorities (LPAs)) adopted a joint waste plan (known as the West London Waste Plan) in 2015:

- London Borough of Brent
- London Borough of Ealing
- London Borough of Harrow
- London Borough of Hillingdon
- London Borough of Hounslow
- London Borough of Richmond Upon Thames
- Old Oak and Park Royal Development Corporation

The WLWP contains planning policies against which the LPAs assess planning applications for development involving the management of waste. The WLWP sits alongside each LPA's Local Plan, which considers all other forms of development, including housing and forms part of the development plan for each LPA area along with any Neighbourhood Plans and the London Plan.

The seven west London LPAs are working together to prepare an updated WLWP. The updated WLWP will plan for the management of all waste arisings in west London up to 2041. It will do this by setting a vision and objectives for the management of the waste produced in west London and by ensuring there is sufficient waste management capacity to manage the waste in ways that will meet the vision and objectives of the Plan.

Safeguarded waste management sites will be defined and safeguarded from redevelopment for other uses and if necessary, land considered suitable for the development of additional capacity may be identified in the Plan. This is intended to enable the west London LPAs to meet waste management targets (including recycling targets) and borough waste apportionment targets set out in the London Plan as part of the emerging Plan's Vision and Objectives.

The west London LPAs have appointed BPP Consulting as lead consultants to assist with the preparation of the updated WLWP. Land Use Consultants (LUC) has been appointed to prepare the Integrated Impact Assessment (IIA) and Habitat Regulations Assessment (HRA) and Metis to prepare the Strategic Flood Risk Assessment.

Background legal and policy context

The National Planning Policy Framework (2024) sets out requirements for producing a Local Plan including the need for consultation. Specifically, it states that:

- Plans should be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees

- Plans should contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals
- Plans should be accessible through the use of digital tools to assist public involvement and policy presentation

Consultation requirements are also set out at a local level in each LPA's Statement of Community Involvement (SCI). The legal requirements for plan making, including consultation, are set out in the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The LPAs' SCIs can be accessed electronically via the following links:

- [London Borough of Brent SCI](#), 2021
- [London Borough of Ealing SCI](#), 2022
- [London Borough of Harrow SCI](#), 2024
- [London Borough of Hillingdon SCI](#), 2021
- [London Borough of Hounslow SCI](#), 2020
- [OPDC SCI](#), 2024
- [London Borough of Richmond Upon Thames SCI](#), 2019

Initially the LPAs are required to consult on what the WLWP is to include. This is done by consulting on a draft plan that sets out a proposed vision, objectives and policies (part of the Regulation 18 stage). Following this the LPAs must submit the final draft plan to the Secretary of State for independent examination. Before submission, the LPAs will publish the final draft plan (known as the Submission WLWP) in order to give communities and other stakeholders a further opportunity to comment on whether they consider the Plan to be sound and compliant with the relevant legislation via submission of representations (Regulation 19 stage).

During examination an independent planning inspector will consider any representations made and may invite those who have made representations to appear at public hearings that form part of the examination process. Following the examination, the Inspector will issue a report on whether they consider the Plan to be sound and legally compliant and if not what changes they would wish to see made to make it so. The LPAs cannot adopt the Plan until the Inspector has found it to be sound and legally compliant.

This Consultation Protocol includes a comprehensive communication and consultation programme (Section 2) setting out how local residents, businesses and other stakeholders will be engaged in the WLWP production process. This programme takes account of, and is consistent with, the relevant legislation and each LPA's SCI and Local Plan timetables. It is proposed that the consultation programme will include the key elements outlined below.

Communication methods

The following methods will be used to communicate how the WLWP is being prepared.

1. A dedicated WLWP consultation webpage, hosted by Ealing Council will serve as an accessible source for all updates, consultation materials, FAQs, and opportunities for involvement. This can be found at: <https://haveyoursay.ealing.gov.uk/en-GB/projects/wlwp-consultation>

Alternatively, you may write to:

Planning and Infrastructure

West London Alliance

Ealing Council

5th Floor, Perceval House

14-16 Uxbridge Road

Ealing, W5 2HL

2. Information and consultation documents will be published on the consultation webpage and/or via links from each LPA's website and the wlwp.net website and made available for inspection in line with 5 below.
3. Notification of the process by each LPA, in line with the LPAs' SCIs, by (generally) emailing stakeholders in its area using details held on the LPAs' consultation databases and keeping stakeholders informed at key milestones.
4. Explore opportunities for using social media channels (e.g. X (Twitter), Facebook, Instagram, YouTube) to raise the profile of the WLWP production.
5. Publication of printed copies of draft versions of the Plan at each consultation stage for inspection at the LPAs' main offices and selected venues across the WLWP plan area.
6. Publicise using local media (e.g. local newspapers or newsletters) at key stages of the process.

Consultation process

7. An online joint launch event open to members of the public and all other stakeholders will take place at the initial publication of the draft

plan at Regulation 18 stage. A particular purpose of the online meetings is to ensure that all those who are interested are given an opportunity to be involved.

8. There will be a minimum of two consultation periods during the Plan production process, each lasting at least six weeks. The first will begin following the publication of the draft Regulation 18 version of the plan and its supporting documents, with a second taking place once the Regulation 19 draft plan is published. If significant new issues arise from the consultation, a further round (or targeted re-consultation on specific issues) may also be undertaken.
9. Consultation also provides opportunity for comment on the evidence base used to inform the content of the updated WLWP.
10. To make it easy to respond during the consultation periods, a clear pathway for comments on draft versions of the Plan and the associated evidence base will be provided.
11. Comments received at all consultation stages will be recorded (on a project database), and a report produced, which will be made publicly available on the LPA websites and/or the WLWP consultation webpage. The report will describe the comments made and the LPAs response to those comments, including whether any changes to the Plan are proposed.
12. All interested parties, including Regulation 19 plan respondents, will be notified of the examination of the plan by the appointed Programme Officer, with dates and details advertised at least six weeks in advance.

13. If the Plan is found sound following examination, the Plan will proceed to be considered for adoption by each LPA. All those who participated or registered an interest will be notified of the Plan's adoption. The adopted Plan and supporting documents will be published online, in selected venues, and at LPA offices. A six-week legal challenge period will follow, after which the Plan becomes part of the statutory Development Plan if unchallenged.
14. It is important to note that the LPAs collect and process personal information in order to deliver a range of public services. The LPAs will respect the privacy of individuals and ensure personal information is collected fairly, lawfully, and in compliance with the General Data Protection Regulation data protection principles including keeping data secure, and in line with Ealing Council's privacy statement. A representation to formal Plan consultations cannot be made anonymously, and responses will be made available for others to view (removing personal details). For representations received, the responses and personal data are shared with the Planning Inspectorate and Programme Officer. Please refer to our Privacy Statement for more details

Commitment to consultation

Engagement throughout the development of the WLWP is crucial because:

- Public involvement plays a vital role in fostering a dynamic, transparent, and participatory democracy. Participants gain insights into the needs of communities, the business sector, and the functioning of local government, contributing to knowledge of waste planning.
- Establishing genuine connections with communities and providing them with a tangible role in decision-making via the consultation process helps promote social cohesion.
- The Plan can align with the views, aspirations, and needs of the communities affected by it.
- The process taps into local knowledge, enhancing the quality, relevance and efficiency of decisions reducing unnecessary conflicts and associated costs that may arise.

2. Communication and Consultation Programme

Aims

The aim of the communication and consultation programme set out in the second part of this document is to support the development of a sound and effective plan by promoting meaningful engagement by stakeholders including the wider public. This will be guided by the following principles:

1. Engage

- Provide information about the emerging WLWP and its preparation.
- Raise awareness of the plan's purpose, progress, and opportunities to get involved.

2. Listen

- Provide opportunities for stakeholders to:
 - contribute their ideas, with confidence that they will be considered as part of the WLWP plan-making process.
 - Participate actively in shaping policy.
 - Feedback on draft plans.

3. Collaborate

- Providing feedback on comments made by stakeholders
- Providing updates on progress and outcomes so that stakeholders stay informed about the process.

In addition, the process aims to strengthen partnership working between the six west London Boroughs and the OPDC through co-ordinated

communication across the LPAs and with other waste and planning professionals with interests in the area.

Objectives

The objectives of the communications and consultation programme are to:

1. Effectively engage with west London's communities and stakeholder groups to raise awareness and foster understanding of waste planning issues across west London
2. Meet statutory consultation requirements, as well as local commitments set out in the SCIs of the LPAs
3. Achieve a coordinated programme of consultation across the six boroughs and the OPDC area through effective joint working and communication
4. Strengthen relationships with communities and stakeholders by fostering ongoing dialogue and a sense of shared ownership of the plan, the issues it is intended to address and its outcomes.

Operating principles

In delivering the consultation and communication programme we will seek to abide by the following principles for community involvement which includes those set out in the Planning Advisory Service's Good Plan Making Guide, Principle 5, summarised below:

1. **The engagement plan should be an integral part of the project plan.** We will address the statutory requirements for publication and consultation on documents through the implementation of this Consultation Protocol.

2. **Front loading of involvement.** We will provide opportunities for early participation in identifying issues and debating options. Community involvement will be focused at the points at which there is most potential to influence development of the Plan and make a difference.
3. **The methods used to encourage involvement and participation should be relevant to their experience.** A wide range of methods and approaches will be used to maximise engagement opportunities, where necessary tailored to the needs of different groups with an identified interest in the Plan.
4. **Clearly articulated opportunities for continuing involvement.** The process will allow local communities to see how the Plan has developed at the various stages, with effective feedback. There will be clear formal stages when involvement will take place, meeting the statutory requirements and LPA commitments, as part of an ongoing programme.
5. **Transparency and accessibility.** The processes will be clear, so that communities and other stakeholders know when they will be able to participate, and the ground rules for doing so. Documents will be written in plain English and easy to read.
6. **Planning for involvement.** Community involvement has been carefully planned in from the start of the publicly facing process of plan preparation, so as to enable timely involvement.
7. **Encourage participants.** To explore the implications of any views rather than simply state a predetermined view or preference.

Communication and Consultation Programme Activity Schedule

The table below summarises who will be consulted at the various stages of plan preparation, how they will be consulted and who will be responsible for delivering the processes. In addition, the indicative timing of each consultation stage is detailed within the LPAs published Local Development Scheme (LDS). Nb, The table below provides a broad framework of intended activities and may be tailored to the specific requirements of participating authorities.

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
Preliminary work on consultation and community involvement	To establish appropriate approaches and procedures to ensure effective stakeholder and community involvement in the emerging WLWP	Development of project website, on which all reports and information relating to the project agreed by the LPAs will be issued.	Open access website for use throughout consultation programme.	LPA Planning Officers/web team(s); BPP Consulting
		Each LPA notifying stakeholders of the start of the consultation using their preferred method of contact.	LPA consultation database consultees (or as required by the LPAs' SCIs).	LPA Planning Officers Consultee databases held by seven LPAs

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
		Publicise website via LPAs' social media platforms (E.g. Twitter, Facebook, Instagram, YouTube channel).	Open access social media.	LPA Communications Teams
Targeted engagement with key stakeholders	To ensure that the evidence base of the emerging WLWP is robust so approaches in the Plan are justified.	Contact key stakeholders to verify information (emails/meetings). Survey of Waste Site Operators.	Waste industry (public and private sector), LPAs receiving waste from west London.	LPA Planning Officers; BPP Consulting
Consultation on the scope of the Integrated Impact Assessment	To consult on the scope of the Integrated Impact Assessment (IIA) (incorporating SA/SEA), in particular, key	Notify stakeholders in line with statutory requirements.	Statutory consultees in line with statutory requirements.	LUC (IIA producer) WLWP Project Manager, LPAs

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
	sustainability issues and the IIA framework to be used for appraisal.			
Launch of programme (Regulation 18 Stage)	To raise awareness of waste planning issues in west London and communicate the process of preparing the emerging WLWP	Joint live online launch event (A recording of the event will be published on the consultation website).	Public and stakeholders invited to attend online launch event.	Planning and logistics by WLWP Project Manager Content by BPP Consulting
Consultation draft WLWP (Regulation 18 stage) and accompanying Integrated	To consult statutory bodies, communities and other stakeholders on the Draft Plan, its reasonable	Notify Public and stakeholders (inc. with notices in local newspapers if required by LPA SCIs).	Those on consultation databases (or as required by the LPAs' SCIs), statutory consultees, local resident and	WLWP Project Manager, LPAs BPP Consulting – WLWP website update.

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
Impact Assessment report	alternatives and their significant effects.		community groups and others, in line with statutory requirements.	
	To involve statutory bodies and the wider public on waste management approaches and implications for sustainable development objectives.	Make copies of documents available for inspection at LPA main offices and in other locations (as specified by individual LPAs' SCIs) and online (including on the consultation website) for at least six weeks. Documentation to include response form.	Key stakeholder groups, including statutory bodies, other public agencies, industry representatives, interest groups, business, residents and community groups, youth and other groups seldom heard.	LPA Planning Officers

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
		FAQs setting out contents of the draft plan.	Public and stakeholders – available on the consultation website.	WLWP Project Manager, LPAs BPP Consulting - content
		Review key stakeholders and assess, as appropriate, additional methods of communication (e.g. need for drop-in sessions allowing in-person engagement in any particular LPA area).	Public and stakeholders, utilising advertising and consultee lists held by the seven LPAs and those that have expressed an interest directly.	WLWP Project Manager, LPAs
		Questionnaire available on consultation website for feedback.	Public and stakeholders	BPP Consulting
		Explore opportunities for making online presentation	Public and stakeholders	BPP Consulting

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
		available for viewing at any time on the consultation website.		
Publication of the Submission (Regulation 19 stage) WLWP	To publish the version of the WLWP to be submitted to Secretary of State (Submission Draft) and seek stakeholder representations.	Notify Public and stakeholders (inc. with notices in local newspapers if required by LPA SCIs).	Those on consultation databases (or as required by the LPAs' SCIs), statutory consultees, local resident/community groups and others, in line with statutory requirements.	WLWP Project Manager, LPAs BPP Consulting – WLWP website update.
		Make printed copies of documents available for inspection at LPA offices and in other locations (as specified by individual LPAs' SCIs) and online (including	Public and stakeholders	WLWP Project Manager, LPAs

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
		on the consultation website) for at least six weeks. Documentation to include response form.		
		Publication of a Consultation Statement providing information on how the WLWP has been amended in light of consultation on the Draft WLWP (Regulation 18).	Public and stakeholders	WLWP Project Manager, LPAs BPP Consulting - website update.
Notification of Submission	To raise awareness of the submission of the WLWP to the Secretary of State for examination	Each LPA formally notifying stakeholders of the submission of the WLWP in line with statutory requirements.	Those on consultation databases (or as required by the LPAs' SCIs), statutory consultees, local resident/community groups and others, in	WLWP Project Manager, LPAs

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
			line with statutory requirements.	
		Copies of all representations and supporting documents to be made available at LPA offices and on the consultation website.	Public and stakeholders	WLWP Project Manager, LPAs BPP Consulting – WLWP website update.
		Publication of a Consultation Statement (as required by Regulation 22 of the TCPA 2012) providing information on how consultation has influenced the content of the WLWP.	Published for public and stakeholder information but not for consultation.	WLWP Project Manager, LPAs BPP Consulting – WLWP website update.
Notification of Examination	To raise awareness of the WLWP examination	Each LPA formally notifying stakeholders of the WLWP	Those on consultation databases (or as required by the LPAs'	WLWP Project Manager, LPAs, Examination Programme Officer.

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
		examination in line with statutory requirements. PINS to separately notify respondents to Regulation 19 consultation.	SCIs), statutory consultees, local resident/community groups and others, in line with statutory requirements.	BPP Consulting – WLWP website update.
		Separate Examination website (webpages) to include all information relating to the examination	Public and stakeholders	Examination Programme Officer
Consultation on Main Modifications	To publish WLWP Main Modifications resulting from the examination and IIA Report and seek stakeholder views	Formal consultation on WLWP Main Modifications and IIA Report, in line with statutory requirements (see publication of Submission Plan above).	Those on consultation databases (or as required by the LPAs' SCIs), statutory consultees, local resident/community groups and others, in	WLWP Project Manager, LPAs, Examination Programme Officer. BPP Consulting – WLWP website update.

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities
			line with statutory requirements.	
Notification of Adoption	To raise awareness of the adoption of the WLWP	Formal notification of the WLWP adoption in line with statutory requirements.	Those on consultation databases (or as required by the LPAs' SCIs), statutory consultees, local resident/community groups and others, in line with statutory requirements.	WLWP Project Manager, LPAs BPP Consulting – WLWP website update.

Feedback procedures

- All representations made during consultation will be recorded and given a reference, in a secure database.
- A report setting out the issues raised and the LPAs' response to the representations will be produced by BPP Consulting and made publicly available on the consultation website.
- All respondents will be notified regarding the availability of this report.
- All respondents who make representations at the initial Draft Plan stage (Regulation 18) will also be notified of all opportunities for further involvement at later stages of the process including when the Submission Plan is published for representations (Regulation 19 stage), unless a respondent chooses to opt out of updates.
- We will seek to ensure that all reports are accessible to everyone. Documents will be written in plain English and easy to read. We will offer assistance to those who are blind or partially sighted or do not speak English fluently. This may include spoken or written translation in different languages, Braille, audio or large print format, if requested.
- We will also seek to ensure that documents are appropriate for the audiences with whom the LPAs are seeking to engage.

Responding to press and media enquiries

The WLWP Project Manager will coordinate responses to press and media enquiries with advice from LPA communications teams, BPP Consulting and LUC as appropriate.

Further information

For further information please contact the WLWP Project Manager,
Anthony McNamara, West London Alliance. Email:
wlwasteplan@ealing.gov.uk