## Appendix B Single Stage Consultation and engagement process

## DATE (Month 1 & 2) PREPARATION AND PRE-CONSULTATION BRIEFING

Agreement of key messages and FAQs

Preparation of introductory consultation materials

Engagement strategy briefings with:

(1) Key Directors

(2) Portfolio Holder

(3) Ward Members

## DATE (Month 3 & 4) PRE-APPLICATION CONSULTATION

Introductory leaflets issued to local residents

Tailored emails issued to other key stakeholder organisations

Press release issued with supporting social media

Consultation portal goes live with detailed design information and feedback questionnaire

Consultation drop-in event(s) held

## DATE (Month 5, 6 or 7) PLANNING SUBMISSION AND DETERMINATION PERIOD

Webpages regularly updated with details of final scheme design and news of planning submission

[Potential: leaflets issued to local residents to inform them of final scheme design]

Continued dialogue with key stakeholders to update them on progress

Press release on planning approval