

Table to summarise the consultations required for the draft SPDs on Westminster Way and Trees in the Public Realm. The consultation period runs from noon on 17th January 2011 to noon on 28th February 2011 (6 weeks)

| SPD | Type of Correspondence | | | | | | | | | |
|--|-------------------------------------|---|--|---|--------------------|---------------------------------|--------------------------------|---|--------------------------------|--|
| | All Ward Councillors | All Amenity Societies | Neighbours | External Agencies | Council Depts | Website | Statutory Bodies – SA | One Stop / Libraries | GLA | Press / Site Notice |
| Westminster Way – Public Realm Strategy Design Practice and Principles | Letter sent through courier service | In General Mail Merge sent by e mail where knows and post if no e mail address held | Not Required – covered by press notice | In General Mail Merge sent by e mail where knows and post if no e mail address held | Internal Memo sent | Available online from 17/1/2011 | Letter & copy of Document sent | Memo & copy of Document sent to One Stops | Letter & copy of Document sent | SN Not Required Press Notice published - |
| Trees and the Public Realm – a tree strategy for Westminster | Letter sent through courier service | In General Mail Merge sent by e mail where knows and post if no e mail address held | Not Required – covered by press notice | In General Mail Merge sent by e mail where knows and post if no e mail address held | Internal Memo sent | Available online from 17/1/2011 | Letter & copy of Document sent | Memo & copy of Document sent to One Stops | Letter & copy of Document sent | SN Not Required Press Notice published |



= Consultees who require hard copies of the draft documents.