



# APPENDIX 3 – AIRSPACE CHANGE FOR EXPANSION: STAKEHOLDER ENGAGEMENT AND CONSULTATION STRATEGY, 2017

# Airspace Change for Expansion

## Stakeholder Engagement and Consultation Strategy

Date: November 2017

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## 1. INTRODUCTION

This document sets out Heathrow's strategy for stakeholder engagement, including consultation, in relation to airspace change proposals for expansion at Heathrow Airport. It is a living document that will be reviewed and updated at regular stages throughout the project, particularly prior to each new phase of consultation.

This strategy does not relate to any proposed amendments to operations at the existing two-runway airport (2R). Separate airspace change projects will be pursued for any proposals associated with the existing airport operations, and where necessary separate stakeholder engagement strategies will be produced for those projects.

It should be noted that this document covers engagement and consultation required under the CAA's airspace change process (CAP1616). This is the process by which Heathrow Airport Limited (HAL) will seek approval for airspace change. It does not describe the engagement and consultation required under the separate Development Consent Order (DCO) process.

### 1.1 Purpose of this document

This Airspace Stakeholder Engagement and Consultation Strategy has been prepared to describe Heathrow's approach to engagement with stakeholders to support proposals for airspace change for a three-runway airport (3R). For the purposes of this document, stakeholder engagement is the broad process by which Heathrow proposes to involve stakeholders in the decisions it makes with regard to airspace change throughout the design process. This includes the full range of engagement approaches, including technical meetings, awareness raising and advertisement, and consultation.

This document will be shared with the Civil Aviation Authority (CAA) prior to each phase of engagement, so that they can provide guidance as to whether it will meet the requirements of the CAP1616 airspace change process, and more generally their expectations for consultation and engagement for an airspace change of this scale. Under CAP1616, the CAA takes a prominent role in approving a change sponsor's (i.e. HAL) consultation strategy. This document will be updated prior to the statutory consultation required at Stage 3 of the CAP1616 process and will be submitted at Stage 3A, alongside the consultation documents, for CAA approval.

As such this document has been written with the CAA as the intended audience.

### 1.2 Scope of this document

The development of the airspace for expansion will be a lengthy process over a number of years and involving a number of consultations. It is not possible or appropriate to fully describe the engagement throughout this process, because the details will be established prior to each phase, based in part on feedback and learning from the previous stage.

Therefore, while this issue of the document outlines later phases, it provides detail only for the first stage of engagement and consultation to support the development of design principles. This document will be reissued as specific details of later stages of engagement are established.

## 2. OBJECTIVES AND AIMS OF STAKEHOLDER ENGAGEMENT

This strategy reflects principles of good stakeholder engagement set by Heathrow and wider best practice for airspace changes of the scale and importance of those required for expansion. As such it aims to meet and exceed the requirements set out in the CAA's CAP1616 guidance. This strategy has also been designed to



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meet the Gunning Principles<sup>1</sup>.

Heathrow's fundamental objective is to ensure an accessible and inclusive approach to stakeholder engagement. This is to ensure all stakeholders have the opportunity to meaningfully contribute at key stages throughout the airspace design life cycle.

Heathrow has set a number of objectives to guide stakeholder engagement on airspace change:

- **Meaningful and inclusive** engagement that provides opportunities for people to get involved and influence the proposals
- Utilising approaches and methods that are **appropriate to the different stakeholders and communities** affected, including harder to reach and sensitive groups
- Providing sufficient and comprehensive information at appropriate times, while being **transparent and accessible**
- Ensuring stakeholders are **genuinely informed** of the proposals for airspace change and understand the opportunities available to them to influence these.

Ensuring that the engagement is accessible to all and provides equal opportunities for stakeholders to partake in the airspace design process is central to Heathrow's approach.

Above all, Heathrow wishes to develop an open and transparent stakeholder engagement process, to ensure that stakeholder inputs are identified and integrated into design proposals for airspace change throughout the design process.

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<sup>1</sup> The Gunning principles set out legal expectations for what constitutes an appropriate consultation, and are named for a court case in the 1980s involving the London Borough of Brent

### 3. STAKEHOLDER IDENTIFICATION AND MAPPING

An accessible and inclusive approach to stakeholder engagement requires identification of a broad range of relevant stakeholders, from technical experts to local interest groups, to ensure they can all input into design development. Heathrow is building on existing strong relationships with key stakeholders, and forging new relationships where required. This will help us to develop a robust understanding of their various needs and concerns, so that these can feed into the airspace change process.

#### 1.3 Stakeholder Groups

The CAA does not provide a comprehensive list of the stakeholders who should be engaged in airspace change. We have therefore undertaken a stakeholder identification exercise to develop a full list of stakeholders and these have been broken down into several broad groups. The stakeholder groups identified are (in alphabetical order):

1. Airfields and Other Airports (including Ministry of Defence)
2. Airlines
3. Aviation Industry and Other Airspace Users (including NATS & General Aviation)
4. Business and Economic
5. Environmental
6. Local Authorities (strategic and technical)
7. Local Communities
8. Political

#### 1.4 Identifying stakeholders

Heathrow's stakeholder identification exercise has drawn on previous experience and engagement to identify an extensive list of stakeholders.

This has included identification of local community stakeholders based on potential for overflight under the new airspace design. No flight paths have been identified at this early stage of the design process and the rationale for identifying potentially affected communities is therefore described below.

We have identified an engagement area over which new air routes and associated flight paths may be positioned at, or below, an altitude of 7000ft (above ground level<sup>2</sup>). This accords with the altitude-based priorities in the Government's Air Navigation Guidance to the CAA<sup>3</sup>. The geographical area out to 7000ft was determined based upon the following criteria:

- Aircraft approach gradients (straight in or curved) to each runway end at a minimum of 3° (5.24%), which is the current standard approach gradient and the lowest potential<sup>4</sup> gradient within our future

<sup>2</sup> The highest ground in the vicinity of Heathrow is Leith Hill at 965ft. To take this into account we have generically interpreted 7000ft above ground level to relate to 7965ft above mean sea level (amsl) across our whole consultation area. All subsequent references to the 7000ft criteria in this document relate to 7965ft amsl.

<sup>3</sup> Air Navigation Guidance, 2.9, DfT

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/653978/air-navigation-guidance-2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/653978/air-navigation-guidance-2017.pdf)

<sup>4</sup> We will consider steeper climb and descent gradients as part of our design process, however, as this design process is still in its early stages we are not able to rule out needing to use these gradients in some circumstances.

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### airspace design

- Aircraft departure climb gradients of 5% from each runway end, which is the current minimum departure gradient and the lowest potential<sup>3</sup> gradient within our future airspace design
- A uniform area around the airport, as we have not yet ruled out any route configurations or alignments (for example, *in extremis* aircraft may fly straight in or out of a runway, or may turn immediately on take-off to fly due north or south, or anything in-between)

Figure 1 overleaf provides the geographical extent of the 7000ft agl engagement area based on the criteria above.

Note that Figure 1 is a uniform shape around the airport because at the time of writing we have not made any decision on the number or position of either arrival or departure routes – hence they could theoretically extend out in any direction. Under our future airspace design it is likely that some parts of this area will have more overflights than today, some fewer and some will not see much difference. Our engagement and consultation strategy is designed to give us feedback to help us decide how best to position the routes in line with community and other stakeholder preferences.

This broad definition of the engagement area will be fixed for the duration of the airspace design process, even when the design has matured sufficiently to know that some areas will either benefit or see no noticeable difference. Maintaining this engagement area is important as we will seek a balanced response to our proposals, which will not be possible if we only engage with those who are negatively affected.

The engagement area will be broken down into different zones as part of future engagement, particularly for consultation. This will allow us to tailor the engagement depending on likely impacts and to take account of how different areas may be impacted, which will become clearer as the design process matures<sup>5</sup>.

Further details of how the engagement area has been broken down into consultation zones during consultation are given in Sections 14-16.

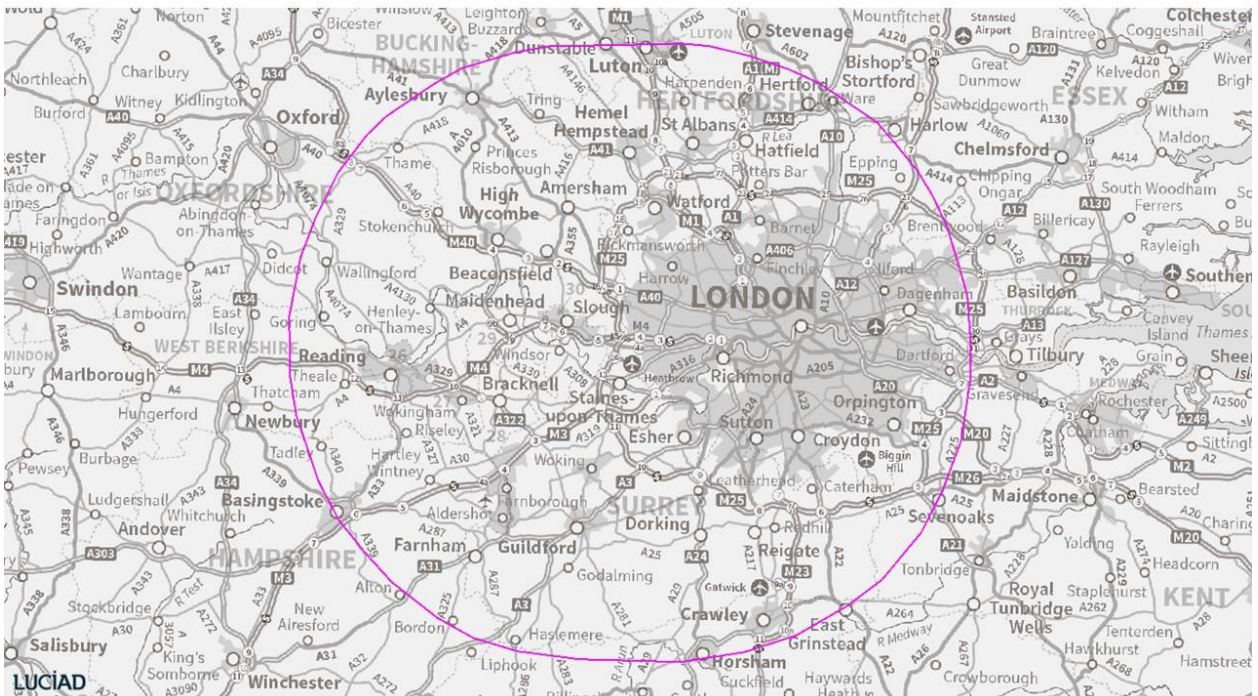
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<sup>5</sup> It is expected that the consultation area will reduce in size at each stage of consultation, reflecting the higher level of detail available as the airspace change design develops. For example, consultation 1 on design principles will be before we have developed or committed to any specific design options and will therefore cover a broad area where flight paths up to 7000ft may take place. By consultation 3 we will have identified specific design options, and therefore the consultation area will be much reduced, covering only those areas which would be overflown by the flight paths associated with the specific options. We will still seek input from the whole engagement area, but outreach efforts and resources will be focused on areas most impacted.



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Figure 1: Local Engagement Area for airspace change for expansion





## 4. HEATHROW'S APPROACH TO STAKEHOLDER ENGAGEMENT

CAP1616 requires stakeholder engagement at key stages of the design process and one stage of formal consultation on mature design options. Given the scale and importance of these airspace change proposals, our approach to engagement meets and exceeds this requirement.

Our strategy is therefore to undertake ongoing engagement with known stakeholder groups and representatives throughout the design process, and to undertake 3 public consultations to reach out to stakeholders who are not already engaged with the airport.

For the purposes of this strategy, the proposed methods of engagement are categorised as, Awareness raising, Technical Engagement and Consultation.

All stakeholders will be engaged by at least one of these methods as part of the airspace change process, and all will be invited to partake in consultations. However, not all stakeholders will be directly engaged through all three methods of engagement, and the approach is proportionate to the scale, likely level of interest and level of technical expertise of each identified stakeholder. Appendix A identifies the current list of stakeholders and the method(s) of engagement through which they will be targeted. This list will be amended as the project develops.

### *Awareness Raising*

In order to ensure we engage effectively, Heathrow will actively seek to raise awareness at appropriate points throughout the airspace design process. This will involve notification of consultation periods to known stakeholder groups and representatives, likely in the form of a letter or email communication. This may include the offer of briefings and individual meetings before or during the consultation, where appropriate.

We will also run an outreach programme during each consultation, including advertising to raise awareness more generally.

Stakeholders who are targeted by awareness raising prior to a consultation will not receive any extra information about the airspace proposals above that provided as part of the consultation.

### *Technical Engagement*

In order to identify technical requirements and constraints, the design process will need input from some stakeholders who have specialist knowledge. For example, pilot input will be required to understand whether concepts and designs cause significant issues for the cockpit operation or aircraft performance. These stakeholders will be engaged on a more detailed, ongoing technical level, likely to take the form of individual meetings or workshops, coupled with email/phone correspondence.

### *Consultation*

The engagement strategy includes 3 public consultation periods to offer all stakeholders the opportunity to provide input at crucial stages of the design process.

These are:

- Consultation 1: in the early phase of the design process to collect input into the development of our design principles for airspace design. This consultation will feed into Stage 1B of the CAP1616 process.
- Consultation 2: at an intermediate stage when we have identified geographical design envelopes within

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which routes will go, but need input to help determine options for route alignments within the envelopes. This broadly feeds into Stage 2A of the CAP1616 process, although the complexity and scale of the airspace design process for expansion means that the work we do during Stage 2A will have several additional phases not covered by CAP1616. The proposed approach to airspace design for expansion is described in the record of the CAP1616 Assessment Brief<sup>6</sup>.

- Consultation 3: will be the statutory consultation on final route design options, as required for Stage 3 of CAP1616.

Further detail on each consultation is given in Sections 14-16.

As consultations 1 and 2 are voluntary (i.e. they are not requirements of the CAP1616 process) there is no formal process gateway or requirements specified for them. However, given local and national importance of this airspace proposal we believe that our stakeholders will want, and deserve, the opportunity to influence the design as it develops rather than having just one opportunity to feedback towards the end of the process.

In the absence of formal requirements, we will apply generic best practice as highlighted in Appendix C of CAP1616, including the need for consultation to be “open, fair, transparent and effective”, and the following requirements for the consultation strategy:

- Identifying who may be affected by the change (audience map) and what their information needs are (this should include how the audience was determined)
- How Heathrow will inform them of the consultation (communication requirements)
- How consultation and supporting materials will be developed to suit a range of audiences, including presentation of technical information in an accessible form
- What opportunities audiences will have to engage and respond
- Steps that will be taken to generate “an appropriate level of participation”.

Criteria that the CAA will use to determine the effectiveness and appropriateness of Heathrow’s Consultation Strategy include:

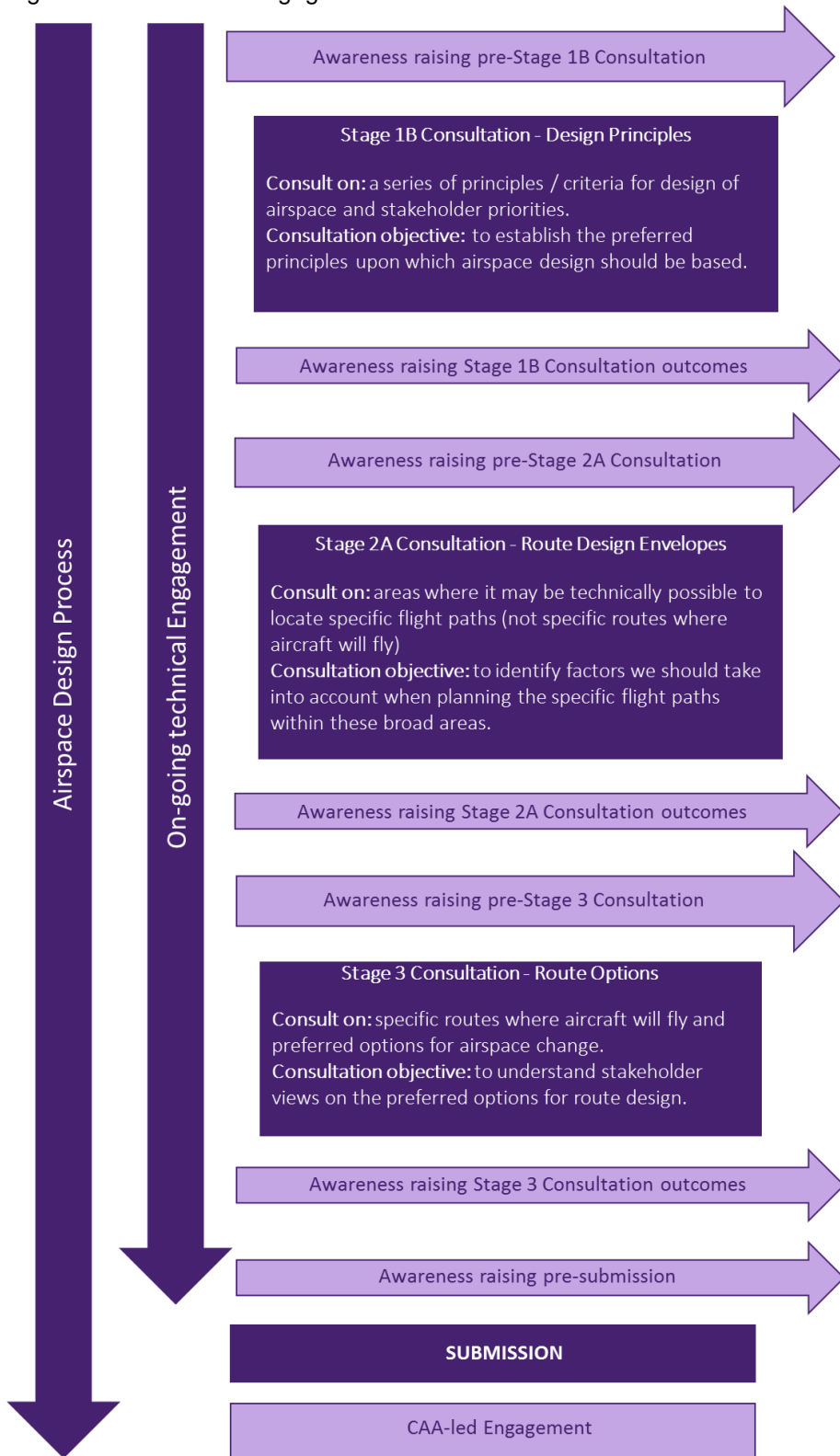
- Was the consultation material clear and concise?
- Was the purpose of the consultation clearly articulated?
- Did the consultation include a sufficient amount of information?
- Were suitable methods of engagement used during the consultation period?
- Was the period of consultation proportionate to the proposed change?
- Did the consultation target the appropriate stakeholders?
- Were stakeholder needs/requirements taken into account during the consultation period?

Figure 2 outlines the 3 stage consultation process and highlights where the different forms of engagement will occur.

<sup>6</sup> [http://publicapps.caa.co.uk/docs/33/HALAssessmentMeetingMinutes\(Redacted\).pdf](http://publicapps.caa.co.uk/docs/33/HALAssessmentMeetingMinutes(Redacted).pdf)

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Figure 2: Stakeholder Engagement Process



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### **1.5 Approach to stakeholders**

Within each of the three engagement methods, the approach to stakeholder engagement will vary depending on which stakeholder group is being targeted. Table 1 summarises the approach. The following sections then provide an overview of the proposed methods of engagement for each separate group.

Individual stakeholders may require a tailored approach, different from others within their stakeholder group. In this instance, the specific approach will be identified on an individual basis and agreed internally prior to each period of engagement.

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Table 1: Matrix of engagement by stakeholder group

		Airfields & Airports	Airlines	Industry & other Airspace Users	Business	Environmental	Local Authorities <sup>7</sup>	Local Community	Political <sup>8</sup>
Awareness Raising	Workshop/briefing	X	X			X	X <sup>9</sup>		
	Individual meeting	X				X	X <sup>1</sup>		
	Existing fora	X	X	X				X	
	Email setting out key project milestones and notifying of upcoming consultations	X	X	X	X	X	X		X
	Newsletter		X						
	Letter		X			X <sup>10</sup>	X		X
Consultation	Email notification	X	X	X	X	X	X		X
	Consultation events	X	X	X	X	X	X	X	X
	Consultation materials	X	X	X	X	X	X	X	X
	Leaflets							X	
	Advertisement	X	X	X	X	X	X	X	X
Technical Engagement	Individual meeting	X				X	X		
	Workshop	X	X	X		X	X		
	Existing fora	X		X					
	Email/phone	X	X	X		X	X		

<sup>7</sup> Local Authorities also cover locally elected Councillors.

<sup>8</sup> This group comprises MPs and London Assembly Members.

<sup>9</sup> This applies to select Local Authorities who are identified as most likely to be overflowed. Other Local Authorities will be subject to awareness raising just prior to consultation in the 'pre-Consultation' phase.

<sup>10</sup> Pre-consultation notification will apply to large national environmental groups. Smaller, local groups will be notified as part of Consultation.

## 5. AIRFIELDS AND AIRPORTS

This stakeholder group represents commercial airfields and airports, including Ministry of Defence (MoD) airfields, within the geographical area possibly affected by proposals for airspace change for expansion. It also includes all commercial London-based airports and other larger-scale commercial airports in the wider South East.

### 1.6 Stakeholder Role and Priorities

As users of the current airspace, airfields and other airports may be directly affected operationally by HAL's proposals for airspace change. Local airfields and airports, including MOD facilities, will therefore require a high level of engagement throughout the airspace change process, particularly those in the areas closer to the airport. These are more likely to be affected by our proposals for airspace change, and may have their own airspace development activities which could influence or constrain Heathrow's options.

In addition, individually and collectively, airports within the region carry large volumes of passenger and freight traffic, and as such may in some circumstances be in competition with Heathrow from a business perspective. As a result, nearby airports will have a high level of interest in any airspace change proposals, and cooperative engagement throughout the airspace change process will be essential to a successful airspace change process.

### 1.7 Approach to Engagement

#### *Awareness raising*

As an important stakeholder group, it will be necessary to ensure airfields and other airports are aware of proposals for airspace change to ensure they are given adequate opportunity to consider proposals and provide feedback and input.

Heathrow proposes to undertake awareness raising through correspondence, meetings and/or workshops with representatives of airfields which are within the engagement area – with some of whom Heathrow has existing working relationships - to keep them updated on proposals for airspace change.

In addition, Heathrow proposes to undertake awareness raising through meetings and workshops with representatives of London's commercial airports. These will be a combination of individual meetings and collaborative workshops, to facilitate open working between the airports.

#### *Technical Engagement*

Technical stakeholder engagement and knowledge sharing will be undertaken with the airfields most likely to be affected by proposals for our airspace change. In particular, airfields and other airports who state a particular interest through awareness raising will be met on an individual basis to discuss more technical aspects regarding airspace design and the potential impacts of HAL's proposals on their own airspace.

Building on the meetings and channels of communication established through awareness raising, Heathrow will also engage with other airports as appropriate on technical elements of airspace change. Initially, the awareness raising meetings will be used to hold these discussions. As the project progresses these may develop into additional, more detailed technical meetings either as a group of airports or individually.

#### *Consultation*

The identified airfields and other airports identified as stakeholders for our airspace change proposals will have the opportunity to take part in the consultations. At each of the stages of consultation, the identified



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airfields and other airports will be notified of their opportunity to comment on design principles, design envelopes and route options.

Notification of consultation periods to identified airfields and other airports will include an email and/or letter to each. This email or letter will provide details of dates for consultation, process for submission of feedback, and a link to the consultation website that holds all the relevant materials to enable airfields and other airports to meaningfully input into the design process.

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# 6. AIRLINES

This group includes all airlines operating within Heathrow's airspace, as well as airline representative bodies who collectively represent airlines operating in the UK, such as International Air Transport Association (IATA) and Airline Operators Committee for Heathrow Airport (AOC).

## 1.8 Stakeholder Role and Priorities

Airlines operations will be directly affected by changes to airspace, and airlines will therefore have significant interest in HAL's proposals. In addition, options and innovation will depend on understanding the opportunities and constraints presented by airline operations, and as such their input into design proposals will be important.

At present, Heathrow categorises airlines into three groups:

- Category 1: Largest carriers at the airport (circa. 20 airlines), or those with potential for expanding their current operations
- Category 2: all other airlines with operations at Heathrow;
- Category 3: airlines which don't currently operate at Heathrow, but may in the future.

The approach to engagement will differ slightly between these groups. The airlines in each group are identified in Appendix A.

## 1.9 Approach to Engagement

### Awareness Raising

Large airlines are in frequent dialogue with Heathrow, and at present, HAL's Airlines team hold bi-monthly workshops with the large airlines to discuss a range of issues. Existing engagement with the airlines also takes place through a monthly Airfield Operational Efficiency (AOE) group and bi-monthly Flight Operations Performance and Safety Committee (FLOPSC). In order to ensure that details related to the airspace change process are communicated to the airlines at the earliest opportunity, the Future Airspace team will utilise these existing fora as required to signpost the consultation and to provide any additional information on our proposals for airspace change as necessary and appropriate.

At present, the Airlines team communicate with the remaining airlines on an individual ad hoc basis. However, a regular newsletter is being established that will be sent to all airlines (Categories 1, 2 and 3). In order to raise awareness of the airspace change proposals and to provide information on upcoming consultation, the Future Airspace team will input information into this newsletter at key stages.

### Technical Engagement

Alongside the consultations and awareness raising, airlines will provide useful inputs to design through technical engagement and knowledge sharing throughout all stages of the airspace change process. In particular, Heathrow will be seeking input from the airlines with regard to the impact of proposed changes on airline technical capability, operational practices and efficiency requirements.

As with the awareness raising engagement, Heathrow proposes to use existing fora and media to engage with airlines on technical issues as and when required. Separate group or individual meetings with airlines will be organised as appropriate to discuss technical topics as they arise throughout the project.





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### *Consultation*

The identified airlines will have the opportunity to take part in all consultation periods. At each of the stages of consultation, airlines and wider representative bodies (such as airline alliances) will be notified of their opportunity to comment on design principles, design envelopes and route options.

Notification will be through the regular workshops and newsletters described above. In addition, Airlines will receive an email and/or letter to provide details of any dates for consultation, exhibitions, process for submission of feedback, and a link to the consultation website that holds all the relevant materials.

## 7. AVIATION INDUSTRY & OTHER AIRSPACE USERS

This stakeholder group covers a broad range of General Aviation and industry representative groups, bodies and organisations representing other airspace users, both commercial and recreational. It also covers other organisations who may have an interest in Heathrow airspace, such as Flight Management System (FMS) manufacturers and coding houses.

### 1.10 Stakeholder Role and Priorities

As with airfields and airports, these stakeholders represent significant users of airspace, some of which will be shared with air traffic movements originating from or travelling to Heathrow and they could therefore be affected operationally by our proposals for airspace change.

### 1.11 Approach to Engagement

#### *Awareness Raising*

There are several existing working groups and representative bodies which represent the wider aviation industry and with whom Heathrow has strong existing working relationships. Engagement with these groups to make them aware of proposals for airspace change outside of the consultation periods will be essential to ensuring this stakeholder group is given adequate opportunity to consider proposals and provide feedback and input.

As such, Heathrow proposes to undertake awareness raising through meetings and workshops on a regular basis with representatives of these aviation groups. This will utilise the existing fora of Future Airspace Strategy Industry Implementation Group (FASIIG), Future Airspace Strategy VFR Implementation Group (FASVIG), and National Air Traffic Management Advisory Committee (NATMAC). NATMAC also include military representatives from Defence Airspace and Air Traffic Management (DAATM).

Regular meetings exist with each of these groups, and Heathrow will seek to attend at key milestones to provide an update on key project milestones at significant phases of the project. Although the scheduling of attendance at these meetings is flexible to respond to the project, as a minimum attendance will be sought prior to requests for feedback, publication of each consultation report and prior to submission of the ACP.

#### *Technical Engagement*

Alongside the consultations and awareness raising, some identified aviation stakeholders will be asked to engage with our proposed airspace change on a technical level - in their role as other users of the airspace - with on-going knowledge sharing throughout all stages of the airspace change process to understand how the proposed changes might affect their usage of airspace and to explore how this might be managed.

As with the awareness raising engagement, this will be led through the existing fora of NATMAC, FASIIG and FASVIG. As the project develops, other individual stakeholders may be identified who will play an important role in technical design for our airspace change, and individual meetings/workshops will be organised as appropriate to respond to this.

#### *Consultation*

All identified aviation stakeholders will have the opportunity to take part in each of the consultations. At each stage of consultation, they will be notified of their opportunity to comment on design principles, design envelopes or route options.

Notification of consultations to aviation stakeholders (including all NATMAC stakeholders) will include an

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email and/or letter to each identified stakeholder. This email or letter will provide details of any exhibitions, dates for consultation, process for submission of feedback, and a link to the consultation website that holds the relevant materials.

## **8. BUSINESS AND ECONOMIC STAKEHOLDERS**

This stakeholder group includes representatives of businesses within the area identified as impacted by our airspace changes. It covers groups or representatives of business interests - Chambers of Commerce and Local Enterprise Partnerships. It also includes representative bodies or (where identifiable) individual businesses which may be particularly sensitive to airspace change.

### **1.12 Stakeholder Role and Priorities**

The majority of the identified business and economic stakeholders, unless in sectors directly influenced by noise and vibration, are likely to have a relatively low level of interest in the airspace change proposals. Nevertheless, seeking feedback from those with business and economic interests is important for a holistic engagement process.

In addition, expansion at Heathrow is needed to meet the government's objective of enhancing the economic function of London and the UK, and business and economic interests are therefore of significant importance to the proposals. Businesses will be keen to understand how changes to airspace may affect them, as the link may not be immediately obvious; therefore, effective stakeholder engagement and consultation which reassures the business community and presents the positive economic impacts of a more efficient Heathrow is a key priority.

### **1.13 Approach to Engagement**

#### ***Awareness Raising***

Heathrow wishes to ensure businesses who may be affected by our proposals for airspace change are made aware of those proposals and given the opportunity to input into designs.

Heathrow will, therefore seek to undertake awareness raising with Local Enterprise Partnerships and Chambers of Commerce, as well as national representative bodies for sensitive businesses. This will be undertaken through email/letter communication prior to consultation.

#### ***Technical Engagement***

It is not envisaged that business and economic stakeholders will require ongoing technical engagement, and therefore the Future Airspace Team does not plan to actively pursue this form of engagement. This will be reviewed as the project progresses.

#### ***Consultation***

The identified business and economic stakeholders will have the opportunity to take part in each of the consultations. At each stage of consultation, local advertising will be used to raise awareness of the consultation.

Additionally, Chambers of Commerce, LEPs and national representative bodies for sensitive businesses will be notified by email of the consultation. Notification of consultation to these stakeholders will include an email and/or letter to each of the pre-engaged stakeholders. Heathrow will work with these groups to facilitate dissemination of consultation notifications to the wider economic communities they represent.

The identified business and economic stakeholders potentially impacted by our proposals for airspace change will also be targeted through advertising in the consultation zone at each stage of consultation. Advertisement will provide details of any exhibitions, dates for consultation, process for submission of feedback, and a link to the consultation website that holds the relevant materials.

## 9. ENVIRONMENTAL STAKEHOLDERS

Environmental stakeholders include both national institutions (statutory bodies and non-governmental organisations), and local or topic-specific environmental groups, within the area identified as affected by the proposed airspace changes. It also covers stakeholders from a range of environmental topic areas, including (but not limited to) noise, air quality, biodiversity and ecology, heritage, and health.

### 1.14 Stakeholder Role and Priorities

Both national and local/specific environmental organisations may be interested in airspace change proposals, with concerns regarding their impact on the environment, air quality, noise environments, wildlife etc. Heathrow will work closely with interested groups to ensure they are sufficiently aware of any potential environmental impacts or benefits of proposals, and will seek their input to ensure any impacts are minimised through proposals.

### 1.15 Approach to Engagement

#### *Awareness Raising*

Heathrow proposes to undertake awareness raising through meetings and workshops with representatives of key national environmental and heritage bodies, in particular:

- The Environment Agency;
- Natural England; and
- Historic England.

Although the scheduling of these meetings is flexible to respond to the project, it is likely that meetings will be sought prior to and following review of feedback and publication of report for each consultation, and prior to submission.

Other identified national scale environmental groups representing topic areas related to airspace change and its impacts will receive notification via letter/email prior to consultation.

Awareness raising for the identified smaller and local environmental groups will be through the consultation.

#### *Technical Engagement*

It is not envisaged that environmental stakeholders will require ongoing technical engagement, and therefore the Future Airspace Team does not plan to actively pursue this form of engagement. This will be reviewed as the project progresses.

#### *Consultation*

All identified environmental stakeholders will have the opportunity to take part in each of the consultations. At each stage of consultation, identified stakeholders will be notified of their opportunity to comment on design principles, design envelopes or route options.

Notification of consultation for pre-engaged stakeholders will include an email and/or letter which provides



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details of any exhibitions, dates for consultation, process for submission of feedback, and a link to the consultation website that holds the relevant materials. For identified local environmental groups, an email /letter will be sent at the start of the consultation. Additionally, local advertisement of the consultation activities will be used to raise awareness and Heathrow will work with national bodies to facilitate dissemination of consultation notification among the organisations they represent.

## 10. LOCAL AUTHORITIES

For the purposes of this Strategy, Local Authority stakeholders are categorised into two groups:

- Chief Executives and elected Leaders (including locally elected Councillors); and
- Technical officers, particularly Environmental Health Officers.

The Local Authorities for engagement are those within the geographic engagement area identified as being potentially impacted by our airspace change proposals.

The Local Authorities classification covers county, district, borough and town councils, but not parish councils (which fall under Local Communities).

### *Stakeholder Role and Priorities*

Local Authorities are likely to have interest in the proposals for our airspace change with regard to their potential impacts on the communities they represent. Elected Leaders and Chief Executives are likely to be particularly interested in how airspace change proposals will impact upon the Local Authority area. These officers will also provide briefings for Councillors, local residents and businesses.

Technical officers within Local Authorities will also likely have a high level of interest in the environmental impacts of airspace change upon their local area. In particular, it is expected this group will be interested in air quality and noise impacts, as well as wider environmental elements of airspace change.

### 1.16 Approach to Engagement

#### *Awareness Raising*

For identified Chief Executives and elected Leaders within Local Authorities potentially impacted by airspace changes, an email and/or letter will be sent at key project milestones to raise their awareness of proposals. Concurrently, technical officers will also be sent an email and/or letter at key project milestones to raise their awareness of proposals.

Local Authorities within the engagement area will be contacted regarding Heathrow's proposals for our airspace change, initially by letter and/or email. Where considered appropriate, group briefings (and where necessary individual meetings) may be held, as required with technical officers at appropriate and relevant points of the project to inform them of Heathrow's proposals for airspace change and any key changes/project milestones.

Although the scheduling of this correspondence will be flexible to respond to the project, it is likely that meetings will be sought: prior to and following review of feedback and publication of report for each consultation and prior to submission. Any meetings will be used to update Local Authority technical officers on proposals, and to demonstrate how feedback has been integrated into design development.

#### *Technical Engagement*

In addition to consultation and awareness raising, Local Authority technical stakeholders in areas impacted by airspace change (especially those closest to the airport) may be engaged to provide technical inputs to the design process, particularly with regard to noise, air quality, and other potential impacts on the communities they represent.

This technical engagement will likely take place alongside the briefings/workshops arranged in the



## Heathrow Airspace

awareness raising element of engagement, supported by other correspondence and individual meetings as appropriate.

### ***Consultation***

Identified Local Authority stakeholders, both at the leadership and technical level, will have the opportunity to take part in each of the consultations. At each stage of consultation, in addition to the awareness raising outlined above, they will be notified of their opportunity to comment on consultations.

Notification of consultations to these stakeholders will include an email/letter which provides details of any exhibitions, dates for consultation, and a link to the relevant materials to enable them to meaningfully input into the design process.



## 11. LOCAL COMMUNITY

Community consultees represent all community stakeholders within the area identified as possibly impacted by airspace change proposals. They represent a wide range of individuals and organisations, which can be broadly broken down into three categories:

- Parish Councils;
- Community fora and local community pressure groups; and,
- Wider community.

This category includes the local public within the areas possibly affected by our proposals for airspace change, who are not individually identified but will be targeted as set out below.

### 1.17 Stakeholder Role and Priorities

Airspace change and aircraft departure/arrival routes are not typically something all members of the public are aware of, nor engage with. However, the number of people potentially impacted by the airspace change proposals is significant. Heathrow wishes to ensure that members of the public have adequate and proportionate opportunity to both understand the proposals for change and their implications, and to provide their views and comments to inform the design process.

### 1.18 Approach to Engagement

#### *Awareness Raising*

##### **Parish Councils**

Heathrow has good relationships with a number of key parish councils in proximity to the airport. We will also identify a wider set of Parish Councils potentially affected by our proposals for airspace change, and will contact all those for whom contact information is publicly available at key points in the design process. This communication will initially be through email and/or letter, and where appropriate and necessary the offer of a meeting or briefing may be given to those parish councils within areas most likely to be affected by the changes.

##### **Community Groups**

Heathrow already hosts and/or engages with a number of existing community representative fora - including the Heathrow Community Noise Forum (HCNF), Local Focus Forum (LFF) and Heathrow Airport Consultative Committee (HACC). These are important stakeholders in on-going Heathrow operations, and will therefore be central points of contact among the local community for our proposals for airspace change.

Using these existing fora, Heathrow will use these meetings to provide an update on the airspace change proposals as they develop, any key project milestones and upcoming consultations. Members are likely to be updated prior to consultation, following publication of feedback, and prior to submission of the ACP to CAA.

##### **Wider Community**

Members of the local community will be informed through updates to the website. Advertisement and leafleting as part of the consultations will be utilised to raise awareness with the local communities within the area affected by the proposed airspace changes.



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### *Technical Engagement*

Community stakeholders will not require ongoing technical engagement. This will be reviewed as the project progresses.

### *Consultation*

Heathrow will continue to build on existing relationships through consultation, and our local community will have the opportunity to take part in each of the consultations.

Heathrow has a long history of community engagement through which we have developed relationships with many of our community stakeholders. These individuals will be notified of Consultation launch and asked to share the information with the groups they represent. Notification of consultation to these stakeholders will include an email/letter which provides details of any exhibitions, dates for consultation, and a link to all relevant materials to enable them to meaningfully input into the design process.

In addition, Heathrow proposes an advertising and awareness raising campaign throughout the overall consultation area will be the key means for ensuring that all individuals who live, work and play within the areas possibly affected by our proposals for airspace change are given the opportunity to influence and comment on proposals, including harder to reach groups.

All parish councils in the consultation area for whom contact details are publicly available will be sent an email or letter.

Leaflets will also be sent to addresses within the consultation area.

Further detail on the consultation areas and specific engagement activities is provided in Section 14.

## 12. POLITICAL STAKEHOLDERS

This stakeholder group comprises elected individuals who represent areas affected by our proposals for airspace change. This includes:

- Members of Parliament (MPs); and
- London Assembly Members.

### 1.19 Stakeholder Role and Priorities

This stakeholder group is expected to be interested in airspace change with regard to the possible impact it will have on the communities they represent.

### 1.20 Approach to Engagement

#### *Awareness Raising*

Awareness raising will take place with the identified MPs, and locally elected Council Members at key project milestones. Letters and/or emails will be sent to the relevant elected individuals within constituencies affected by our airspace change proposals. These may offer the opportunity to find out more if required, at appropriate and relevant points of the project to inform these elected individuals of Heathrow's proposals and any key changes/project milestones. This will likely be prior to consultation periods, and following publication of the consultation report on consultation feedback.

#### *Technical Engagement*

It is not envisaged that political stakeholders will require ongoing technical engagement. This will be reviewed as the project progresses.

#### *Consultation*

The identified political stakeholders will have the opportunity to take part in each of the consultations. At each stage of consultation, in addition to the awareness raising outlined above, they will be notified of their opportunity to comment on design principles, design envelopes or route options.

Notification of consultation to political stakeholders will include an email/letter which provides details of any exhibitions, dates for consultation, process for submission of feedback, and a link to the consultation website that holds the relevant materials.

## 13. AUDIT TRAIL OF ENGAGEMENT

Heathrow is committed to recording feedback received through all forms of stakeholder engagement on airspace change, and will ensure that publicly available consultation and ACP documentation describes how feedback has helped shaped airspace change proposals.

Heathrow will host the 1<sup>st</sup> and 2<sup>nd</sup> consultations on a bespoke website, and the collation and analysis of consultation feedback will be undertaken by an independent 3<sup>rd</sup> party. At the 3<sup>rd</sup> statutory consultation, Heathrow will use the CAA's portal for storing consultation responses, subject to it being able to support a live consultation of the scale and complexity that expansion presents. In the event that the portal is not ready to support a live consultation exercise, Heathrow will collate a full audit trail of responses and provide these in batches to the CAA to upload onto the portal as requested by CAA.

Heathrow will ensure that interactions with stakeholders (for example records of meetings, workshops and email correspondence where appropriate) outside of consultation periods are systematically recorded through a Salesforce database, to allow for stakeholder views to be integrated throughout the design process.

Prior to submission of an airspace change proposal, a report summarising all the stakeholder engagement undertaken and how stakeholder input has been integrated into the project will be submitted to the CAA for review, as per the CAA's requirement for a comprehensive Consultation Strategy.

Any personal data received as part of consultation or engagement will be stored and protected as per relevant data protection requirements, as set out in the General Data Protection Regulation. No personal details will be used or published in any materials produced in support of the project.

## 14. APPROACH TO CONSULTATION 1 (STAGE 1B)

### 1.21 Consultation objective

The aim of this consultation is to provide Heathrow with information to inform the generation of design principles as set out in CAP1616. The consultation asks questions on specific principles that are potentially contentious, and has an open box for stakeholders to suggest additional principles for our consideration.

### 1.22 Where will we consult?

There is no geographical limit on who may contribute to our airspace consultation, hence our outreach programme described in the previous section covers national and international bodies and also stakeholders who may be some distance from the airport itself, e.g. other airports in the south east.

However, we recognise the need to ensure that our community outreach programme is focussed to give more coverage to those areas where the potential impacts are likely to be greatest.

This approach has led to the identification of two areas for consultation 1; the overall consultation area based on where new routes below 7000ft could be positioned, and an inner zone based on the furthest extent of the likely LOAEL (i.e. the area within which stakeholders will potentially be affected by the airspace changes). These consultation areas are described below, and the remainder of this section describes the approach to outreach that we have adopted for each of these areas.

#### Consultation 1 overall area

The geographical extent of the overall consultation area for Consultation 1 will match the engagement area.

#### Consultation 1 inner area

The inner consultation area aims to capture areas which could potentially be within the LOAEL. At this early stage of design, we do not know where the routes may be positioned and so we cannot do LOAEL analysis.

Indicative LOAELS were calculated for the Airports Commission. While these were fit for purpose, they were not the output of a robust design process and should not be interpreted as indicative of the future LOAEL. However, these can be used to estimate the **potential** extent of the LOAEL. We have approached this by measuring the length of the longest node in the Airports' Commission LOAEL. While the final position of this node will be dictated by where routes are ultimately positioned (which is unlikely to exactly match the Airports Commission submission), its track length is largely dictated by the predicted number of flights (which has not changed since the Airports Commission).

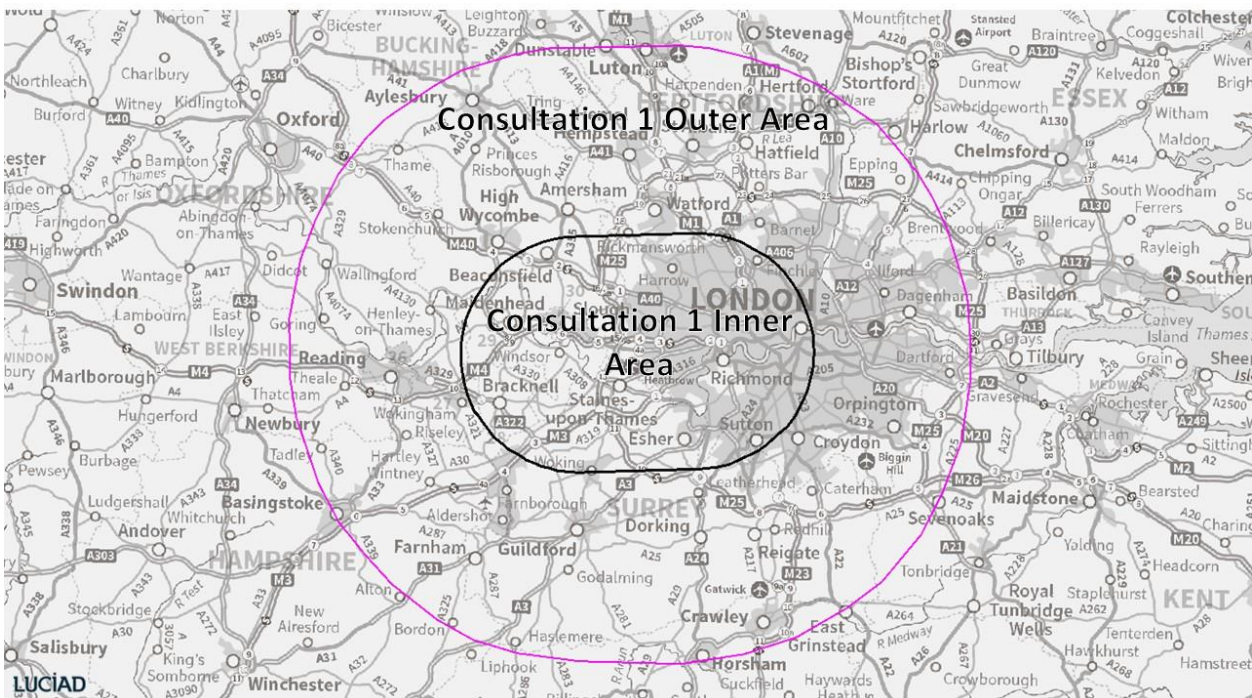
We have therefore based our inner consultation area on the length of this node, plus a 0.5nm buffer, but we have ignored its positioning. Instead we have assumed that the node may end up pointing in any direction, so the resultant shape is a uniform lozenge around the airport as shown in Figure 3.

For the purpose of this document, the area between the edge of the overall consultation zone and the inner consultation zone is herein referred to as the outer consultation zone.



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Figure 3: Map of Consultation Zones



### How will we consult?

At the commencement of consultation, stakeholders will be notified and informed through a number of channels, which are dependent on which of the consultation zones they are in. Methods will include:

- Letters and emails and briefings;
- Public exhibitions;
- Advertisements;
- Leafletting;
- Deposit locations: placing consultation materials in public places such as libraries and town halls;
- Heathrow's dedicated consultation website and social media.

### *Letters and Emails, and Briefings*

Letters and/or emails will be sent at the commencement of consultation as described in Sections 4-12.

Briefings will be offered to key groups including councils, community fora, industry bodies and airspace user groups. Briefings will aim to signpost the consultation material and encourage feedback. These groups may have specific design principles that they wish to add<sup>11</sup>.

<sup>11</sup> In order to keep the consultation material focussed and accessible we have presented a limited number of principles that have particularly contentious elements and which we wanted to illicit a wide view on. However, we have an open box at the end and we encourage stakeholders to add any other principles that they want us to consider. For example, stakeholders may wish to include specific noise-related principles, or GA communities may wish to submit principles relating to CAS dimensions.

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No additional information (over what has been provided through consultation) will be provided at briefings.

## Public exhibitions

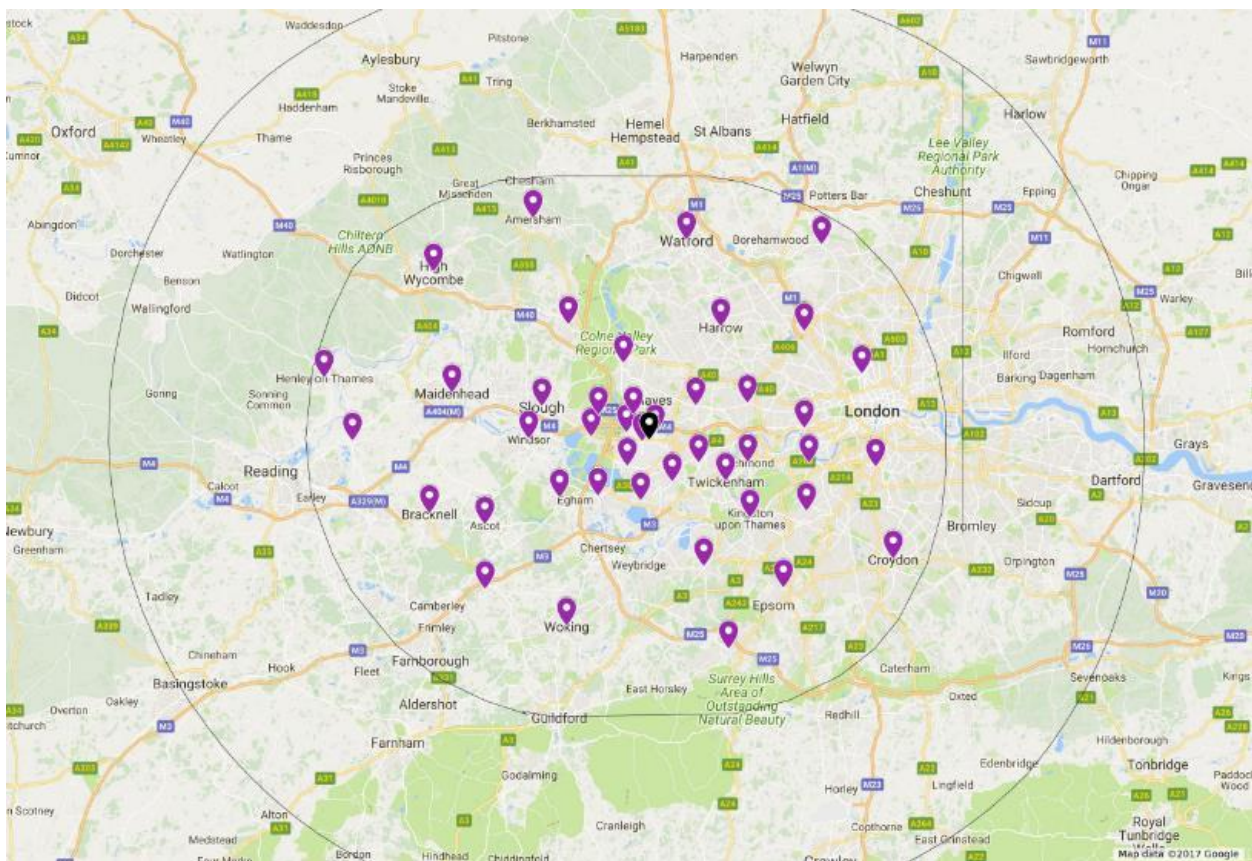
A series of public exhibitions will be held in the inner consultation area. Events are focused on the areas which are potentially 'adversely affected', as defined by the NPS (i.e. within the LOAEL). We recognise that people far beyond these areas may also notice changes, and so these events are open to everyone.

The public exhibitions will provide stakeholders with the opportunity to meet with staff from the Heathrow Expansion team to discuss the proposals and to gain more information to allow them to make informed representations on the proposals during consultation. As well as written information, events will also feature video presentations and other interactive tools designed to further explain to stakeholders how the airspace system around Heathrow operates, and to illustrate how the airspace change proposals that Heathrow is putting forward may affect them.

It is expected that exhibitions will be open from 1200-2000 from Monday to Friday and from 1000-1600 on Saturdays.

Exhibitions will be undertaken across the inner consultation zone, potentially in the locations set out below.

Figure 4: Proposed Exhibition Locations



## Newspaper Advertising

Local media, such as local newspapers, will be the primary focus for advertising the consultation.

Local newspaper advertising is considered standard practice in the promotion of a public consultation. It is a

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communication method which is readily accepted and understood by the public and local authorities. It is easy to record and identify distribution when developing a print campaign, allowing us to build a campaign which targets all affected areas.

Half page newspaper adverts would be placed across the overall consultation area at the start of the consultation and part way through. The coverage of the publications will exceed the consultation area to ensure full coverage and London Evening Standard and London Metro will also be utilised. The following newspapers are all titles within the Consultation 1 overall area, and will be used to advertise the consultation to ensure there is good community coverage across the whole consultation area.

Table 1: Proposed Newspaper Advertising Titles

Barnet Borough Times
Basingstoke Gazette
Bexley Times
Borehamwood Times
Bracknell & Wokingham Weekender
Brent & Kilburn Times
Bromley Times
Bucks Free Press
Bucks Herald
Camden New Journal
County Border News Series
Crawley & Horley Observer
Croydon Guardian
Dartford & Gravesend Messenger
Ealing Gazette
East Grinstead Courier
Epping Forest Guardian
Harrow Times
Heathrow Villager
Herts Advertiser
Herts Mercury Series
Hemel Hempstead Gazette
Henley Standard
Hounslow Chronicle
Ilford Recorder
Islington Tribune
Leighton Buzzard Observer
London Evening Standard
Luton News
Maidenhead Advertiser
Metro (London)
News Shopper (Bexley)
News Shopper (Bromley)
Reading Chronicle
Richmond & Twickenham Times
Romford Recorder
Slough & South Bucks Express
Surrey Advertiser



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Surrey Comet
Sutton Guardian
Tottenham & Wood Green Ind.
The Villager
Uxbridge Gazette
Wandsworth Guardian
Watford Observer
Welwyn Hatfield Times
Wimbledon Guardian
Windsor, Ascot & Eton Express

### **Online Advertising**

The newspaper adverts will be supplemented with adverts on local media websites across the consultation area. This targets the growing number of people who access news content online and timings of these adverts would align with the newspaper advertising publications.

### **Out of Home (OOH) Advertising**

In the inner consultations zone, we will provide posters to all town halls, libraries and to a selection of community centres, supermarkets and places of worship.

In the outer consultation area, we will provide billboard advertising at key locations with high footfall such as National Rail, London Underground and South West Train stations.

### **Leafleting**

All addresses within the inner consultation zone will be sent a leaflet providing information about this consultation.

### **Deposit Locations**

Copies of the consultation materials and feedback forms will be provided to a range of local authority buildings across the overall consultation zone and beyond, so that there are printed copies of the materials available for reference if required. Appendix C sets out the proposed locations.

### **Website**

Heathrow will also have a dedicated consultation website, which will host all the written consultation material detailed above, and other materials such as videos. The website will also act as a platform for stakeholders to formally respond to consultations.

### **Accessibility of information**

Heathrow is committed to ensuring that communities in areas potentially affected by airspace changes are provided with the opportunity to input into the airspace change process. Heathrow will therefore work to ensure that the methods used for these consultations include those directed to target harder to reach groups in line with CAA's CAP1616 guidance. Such methods will include: providing a translation service on request, using social media to advertise consultation, publishing on request the consultation booklet in large text or alternative versions, for example Braille. The project website will also be compliant with Royal National Institute of Blind People (RNIB) Guideline and utilise audio and visual communication.

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### **1.23 What information will we provide?**

During each consultation period, participants will be presented with a range of information and questions, on which Heathrow will seek their feedback. Information will be structured to provide different levels of detail and technicality to suit different stakeholder groups. All information will be available to all stakeholders, however it is expected that stakeholders are likely to engage with different documents dependent on their level of interest in technical documents and their existing knowledge of airspace.

Information will be provided to stakeholders in a variety of ways and through a variety of mediums, principally:

- Written materials;
- Consultation events.

Written materials will comprise varying levels of technical detail. This is to fulfil the CAA's CAP1616 requirement to ensure that "stakeholders reading the consultation – including those with no technical expertise – can understand the potential impact of the proposed changes on them", while also ensuring that those stakeholders with a high degree of technical interest and expertise can also make meaningful representations during consultation.

Consultation 1 will include the following documents:

- Airspace Consultation Document
- Information Paper: Airspace Change Process
- Heathrow Operations Handbook (background technical document)
- Technical Overview of Network ATM Issues and Constraints
- Consultation Feedback form

### **1.24 How to Feedback**

Heathrow is committed to recording and responding to feedback received through consultation on airspace change, and ensuring that stakeholders can see how Heathrow has had regard to their inputs in developing their subsequent airspace change proposals.

### **1.25 Collecting consultation feedback**

The preferred method of collecting comments will be through the dedicated project website. However, for those that prefer, Heathrow will also accept consultation feedback through:

- Feedback forms submitted at exhibitions and via the project freepost address;
- Feedback forms received via the project email address, or other forms of correspondence received via the project freepost address.

A consultation phone line will be set up to respond to queries; however, all feedback received will need to be in writing.

### **1.26 Using feedback**

All responses received will be analysed and coded. They will then be reviewed using a multi-disciplinary approach to understand how they may inform or impact upon Heathrow's ongoing design proposals.

A Consultation 1 Report will be published after consultation closes, as soon as the responses have been analysed. This will summarise the feedback received and explain how it will feed into the ongoing development of the airspace design. The Consultation Report will be submitted to the CAA as part of our record of engagement on design principles, alongside the other documentation required to meet the gateways of the airspace change proposal process.

In addition, all reports will be published on Heathrow's website, and where relevant, circulated to relevant stakeholders at appropriate times in the project.

## ***15.APPROACH TO CONSULTATION 2 (STAGE 2A)***

This is a voluntary consultation.

The details of the approach to this Consultation will be determined nearer the time using lessons from the previous consultation.

This document will be re-issued with this information prior to the consultation, and shared with the CAA for comment.

## ***16.APPROACH TO CONSULTATION 3 (STAGE 3A)***

This is the statutory consultation and will be designed to meet the specific requirements of CAP1616.

The details of the approach to this Consultation will be determined nearer the time using lessons from the previous consultation.

This document will be re-issued with this information prior to the consultation, and shared with the CAA for comment.



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Appendix A – List of Identified Stakeholders

Provided as separate Excel sheet

## Appendix B – Proposed Exhibition Locations for Consultation 1

Local authority	Venue name	Location	Address	Postcode
<b>Barnet</b>	Barnet Multicultural Community Centre	Brent Cross	Algernon Road, Hendon, London	NW4 3TA
	Subud Barnet Centre	Chipping Barnet	97 East Barnet Road, New Barnet, Herts	EN4 8RF
<b>Bracknell Forest</b>	Grange Bracknell Hotel	Bracknell	Charles Square, Bracknell	RG12 1DF
<b>Camden</b>	Arlington Conference Centre	Camden Town	220 Arlington Rd	NW1 7HE
<b>Chiltern</b>	St Michael's Church	Amersham	70 Sycamore Road, Amersham	HP6 5DR
<b>Croydon</b>	Croydon Conference Centre	Croydon	Surrey House, 5-9 Surrey St, Croydon	CR0 1RG
<b>Ealing</b>	Ealing Town Hall	Ealing	New Broadway, Ealing	W5 2BY
	St George's Community Centre	Southall	8-12 Lancaster Road, Southall, Middlesex	UB1 1NW
<b>Elmbridge</b>	King George's Hall	Esher	High Street, Esher, Surrey	KT10 9RA
<b>Epsom and Ewell</b>	Bourne Hall	Ewell	Bourne Hall, Spring Street, Ewell, Surrey	KT17 1UF
<b>Hammersmith and Fulham</b>	Hammersmith Town Hall	Hammersmith	1 Riverside Gardens, London	W6 9LE
<b>Harrow</b>	Harrow Leisure Centre	Harrow	Christchurch Avenue, Harrow	HA3 5BD
<b>Hillingdon</b>	Harlington Baptist Church Hall	Harlington	266 High Street, Harlington, Middlesex	UB3 5DG
	St Mary's Church Hall	Harmondsworth	High Street, Harmondsworth, Middlesex	UB7 0AQ
	Thistle Hotel	Longford	Bath Rd, Longford	UB7 0EQ
	Uxbridge Community Centre	Uxbridge	32b The Greenway, Uxbridge, Middlesex	UB8 2PJ
	Yiewsley and West Drayton Community Centre	West Drayton	228 Harmondsworth Road, West Drayton, Middlesex	UB7 9JL
<b>Hounslow</b>	Hounslow Arts Centre	Hounslow	The Treaty Centre, High Street, Hounslow, Middlesex	TW3 1ES
<b>Hounslow</b>	Feltham Assembly Hall	Feltham	Feltham Park, Hounslow Road, Feltham, Middlesex	TW14 9DN
<b>Kingston Upon Thames</b>	Everyday Church Kingston	Kingston	46 Union Street, Kingston upon Thames	KT1 1RP
<b>Lambeth/ Southwark</b>	Wheatsheaf Community Hall	Lambeth	Wheatsheaf Ln Lambeth	SW8 2UP
<b>Merton</b>	Wimbledon Everyday Church	Wimbledon	30 Queens Road, Wimbledon	SW19 8LR
<b>Mole Valley</b>	Ashted Peace Memorial Hall	Leatherhead	Woodfield Lane, Ashted, Surrey	KT21 2BE
<b>Richmond Upon Thames</b>	Richmond Adult Community College	Richmond	Parkshot, Richmond Upon Thames, London	TW9 2RE
	York House	Twickenham	Richmond Road Twickenham	TW1 3AA
<b>Runnymede</b>	The Social Hall	Englefield Green	Harvest Road, Englefield Green, Egham, Surrey	TW20 0QT



Local authority	Venue name	Location	Address	Postcode
<b>Slough</b>	Colnbrook Village Hall	Colnbrook	Vicarage Way, Colnbrook, Berkshire	SL3 0RF
	The Curve	Slough	William Street, Slough	SL1 1XY
<b>South Bucks</b>	Colston Hall	Gerrards Cross	8 East Common, Gerrards Cross, Bucks	SL9 7AD
	Richings Park Sports Hall	Richings Park	Wellesley Avenue, Richings Park Iver, Buckinghamshire	SL0 9BN
<b>South Oxfordshire</b>	Town Hall	Henley-on-Thames	Market Place, Henley-on-Thames, Oxon	RG9 2AQ
<b>Spelthorne</b>	Ashford Baptist Church	Ashford	Church Road, Ashford, Middlesex	TW15 2TT
	Stanwell Moor Village Hall	Stanwell	13 High Street, Stanwell	TW19 7JR
	The Hythe Centre	Staines	Thorpe Rd, Staines	TW18 3HD
<b>Surrey Heath</b>	Tringham Hall	Westend	Benner Lane, West End, Woking	GU24 9JP
<b>Wandsworth</b>	Putney Arts Theatre	Putney	Putney Arts Theatre, Ravenna Road, Putney, London	SW15 6AW
<b>Watford</b>	Holywell Community Centre	Watford	Holywell Community Centre, Chaffinch Lane, Watford, Hertfordshire	WD18 9QD
<b>Windsor and Maidenhead</b>	Ascot racecourse	Ascot	High St, Ascot	SL5 7JX
	SportsAble	Maidenhead	Braywick Rd, Maidenhead	SL6 1BN
	Windsor Youth & Community Centre	Windsor	Alma Rd, Windsor	SL4 3HD
<b>Woking Council</b>	H.G. Wells Conference Centre (Kemp Room)	Woking	Church Street East, Woking, Surrey	GU21 6HJ
<b>Wokingham</b>	Loddon Hall	Twyford	Loddon Hall Road, Twyford, Reading, Berkshire	RG10 9JA
<b>Wycombe District Council</b>	Old Town Hall	High Wycombe	St Mary St, High Wycombe	HP11 2XE
<b>Hillingdon</b>	Heathrow Academy	Hayes	Newall Road, Hayes, Middlesex	TW6 2RQ

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### Appendix C – Proposed Deposit locations for Consultation 1

County authority	Deposit Inspection Location	Address	Postcode
Buckinghamshire	Buckinghamshire County Council	County Hall Walton Street Aylesbury	HP20 1UA
Hampshire	Hampshire County Council	Chineham Court Lutyens Close Basingstoke	RG24 8AG
Hertfordshire	Hertfordshire County Council	Pegs Lane Hertford	SG13 8DN
London Assembly	London Assembly	City Hall London	SE1 2AA
Oxfordshire	Oxfordshire County Council	Henley Library Ravenscroft Road Henley-on-Thames	RG9 2DH
Surrey	Surrey County Council	County Hall Penrhyn Road Kingston upon Thames	KT1 2DW

Local authority	Deposit Inspection Location	Address	Postcode
Barnet	Hendon Town Hall	The Burroughs Hendon London	NW4 4BG
Bracknell Forest	Bracknell Town Council	54 High St Bracknell	RG12 1LL
Brent	Brent Civic Centre	Engineers Way Wembley	HA9 0JF
Bromley	Bromley Civic Centre	Stockwell Close Bromley	BR1 3UH
Camden	Camden Town Hall	Judd Street London	WC1H 9JE
Chiltern	Chiltern District Council	King George V House King George V Road Amersham	HP6 5AW
Croydon	Croydon Council	8 Mint Walk Croydon	CR0 1EA
City of London	City of London	Guildhall Aldermanbury London	EC2V 7HH
Dacorum	Dacorum Borough Council	The Forum Marlowes Hemel Hempstead	HP1 1DN
Ealing	Ealing Council	14-16 Uxbridge Road London	W5 2SR
Enfield	Enfield Council	Silver Street	EN1 3XA





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		London	
Elmbridge	Elmbridge Civic Centre	High Street Esher Surrey	KT10 9SD
Epsom and Ewell	Epsom and Ewell Borough Council	Town Hall The Parade Epsom	KT18 5BY
Greenwich	Greenwich Council, The Woolwich Centre	35 Wellington Street Woolwich London	SE18 6HQ
Guilford	Guilford Borough Council	Millmead House Millmead Guildford	GU2 4BB
Hackney	Hackney Service Centre	1 Hillman Street London	E8 1DY
Hammersmith and Fulham	Hammersmith Town Hall	1 Riverside Gardens London	W6 9LE
Hart	Hart District Council	Civic Offices Harlington Way Fleet	GU51 4AE
Haringey	Haringey Civic Centre	255 High Road Wood Green London	N22 6XD
Harrow	Harrow Council	Civic Centre Station Road Harrow	HA1 2XY
Hertsmere	Civic Offices	Elstree Way Borehamwood	WD6 1WA
Hillingdon	Hillingdon Civic Centre	High Street Uxbridge Middlesex	UB8 1UW
	Heathrow Academy	Newall Road Hayes Middlesex	TW6 2RQ
Hounslow	Hounslow Civic Centre	Lampton Road Hounslow	TW3 4DN
Islington	Islington Borough Council	8 Tiltman Place London	N7 7EN
Kensington and Chelsea	Kensington Town Hall	Horton Street London	W8 7NX
Kingston upon Thames	Kingston upon Thames Town Hall	Guildhall 2 High Street Kingston-upon-Thames	KT1 1EU
Lambeth	Olive Morris House	18 Brixton Hill Brixton London	SW2 1RD
Lewisham	Laurence House	1 Catford Road	SE6 4RU



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		London	
Merton	Merton Civic Centre	London Road Morden	SM4 5DX
Mole Valley	Mole Valley District Council	Reigate Road Pippbrook Dorking	RH4 1SJ
Reigate and Banstead	Reigate and Banstead Town Hall	Castlefield Road Reigate Surrey	RH2 0SH
Richmond upon Thames	Richmond Civic Centre	44 York Street Twickenham	TW1 3BZ
Runnymede	Runnymede Civic Centre	Station Road Addlestone	TW15 2AF
Rushmoor	Rushmoor Borough Council	Council Offices Farnborough Road Farnborough	GU14 7JU
St Albans	St Albans Civic Centre	St Peter's Street St Albans	AL1 3JE
South Bucks	South Bucks District Council	Capswood Oxford Road Denham	UB9 4LH
South Oxfordshire	Henley Library	Ravenscroft Road Henley-on-Thames	RG9 2DH
Southwark	Southwark Council	160 Tooley Street London	SE1P 5LX
Spelthorne	Spelthorne Borough Council	Knowle Green Staines-upon-Thames	TW18 1XB
Slough	Slough Borough Council	Landmark Place High Street Slough	SL1 1JL
Sutton	Sutton Civic Centre	St Nicholas Way Sutton	SM1 1EA
Surrey Heath	Surrey Heath Borough Council	Knoll Road Camberley Surrey	GU15 3HD
Three Rivers	Three Rivers District Council	Northway Rickmansworth	WD3 1RL
Tower Hamlets	Tower Hamlets Town Hall	5 Clove Crescent Poplar London	E14 2BG
Waltham Forest	Waltham Forest Town Hall	Forest Road Walthamstow	E17 4JF
Wandsworth	Wandsworth Customer Centre	Wandsworth High Street London	SW18 2PU
Watford	Watford Town Hall	Hempstead Road Watford	WD17 3EX
Westminster	Marylebone Library	9 New Cavendish Street	W1G 9UQ



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		Marylebone London	
Windsor and Maidenhead	The Royal Borough of Windsor and Maidenhead Town Hall	St Mary's Walk Maidenhead	SL6 1RF
Woking	Woking Borough Council	Civic Offices Gloucester Square Woking	GU21 6YL
Wokingham	Wokingham Town Hall	Market Place Wokingham	RG40 1AS
Wycombe	Wycombe District Council Offices	15 Queen Victoria Road High Wycombe	HP11 1BB