

Statement of Community Involvement (SCI)

How to get involved in planning matters/development in Lambeth



Revised October 2020

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1

INTRODUCTION

1. INTRODUCTION

What is a Statement of Community Involvement?

- 1.1 The council is required by law under the Planning and Compulsory Purchase Act 2004 to have a Statement of Community Involvement (SCI) and is required to undertake a review of the SCI every five years. An SCI sets out how and when the community and other stakeholders can be involved in development plan preparation and in the consideration of planning applications, including pre-application proposals and appeals. It also sets out the council's policy for providing advice and guidance in relation to neighbourhood planning. The SCI has been prepared in line with the council's commitment of collaborative working practices.
- 1.2 The previous Lambeth SCI was adopted by the council in 2015 and has been reviewed to ensure it is up to date. The review also takes account of the Planning Practice Guidance published in May 2020 in light of COVID-19. It also takes account of temporary changes to regulations regarding the availability of documents for inspection.
- 1.3 The SCI is an important component of the council's portfolio of planning documents. All planning documents outlined in the council's Local Development Scheme need to be prepared in line with the engagement proposals set out in the adopted SCI. The SCI also provides certainty to the public and interested parties on the type of notification they can expect and how they can be involved in making their views known on planning applications.
- 1.4 The SCI sets out:
- how Lambeth Council will work collaboratively with the local community, partners and interested parties;
 - good practice in engaging those with an interest in planning policy and planning applications, particularly with groups who do not traditionally engage in planning
 - appropriate consultation methods, taking account of the latest best practice and innovation in the use of technological and online engagement methods;
 - resource implications of community involvement; and
 - minimum standards of consultation as set out in Planning Regulations and additional measures proposed by the council, including the council's Planning Performance Agreements (PPA+) service and measures that may be put in place to enable social distancing

Potential engagement methods

- 1.5 The council has available a range of ways to engage with local residents, businesses and organisations and will use the method or methods appropriate and proportionate to the planning matter (policy or application) in question. The council will seek to work in partnership with its community partners reflecting its collaborative working principles. In light of the challenges posed by Covid-19 and in order to achieve good reach into our diverse communities, the council will continue to use a blended approach to consultation and

engagement. The council will continue to carefully consider what it is we are consulting on which will in turn inform the methods that we choose. This is likely to involve a combination of digital, postal and face to face when it is safe to do so. It is also important to make best use of networks that allow the council to make connections through partners, particularly in the voluntary and community sectors, with groups with whom the council may have struggled to engage in in the past. Digital exclusion is a very real issue and the blend of engagement methods should ensure the council is creative and responsive. The council will continue remain responsive to the opportunities presented by new systems, data and technologies to better engage with communities, deliver public benefits and improve transparency at both plan-making and planning application stage.

- 1.6 On the 13th May 2020, the Ministry of Housing, Communities and Local Government (MHCLG), published updated Planning Practice Guidance on how SCIs should be reviewed and updated to ensure they are consistent with guidance in light of COVID-19. This SCI identifies which engagement methods may be used in order to comply with legislation and guidance on staying at home and away from others or any superseding legislation and guidance. The methods of engagement used are optional and may still be appropriate to use when the current legislation or guidance or any superseding legislation or guidance is withdrawn.

Website

- 1.7 The council website (www.lambeth.gov.uk) includes pages dedicated to planning policy and planning applications. The website contains all council [planning policy](#) documents, including the Local Plan, supplementary planning documents, adopted neighbourhood plans and policy guidance notes. The [neighbourhood plans webpage](#) provides guidance on the neighbourhood planning process including the procedures for designating a neighbourhood area and neighbourhood forum. The [neighbourhood plans webpage](#) is updated as each neighbourhood plan progresses. The council's website also contains the Local Development Scheme, the Statement of Community Involvement, and a link to the [London Plan](#).
- 1.8 The planning application webpages include the ability to register for email alerts of planning applications in a locality or any other areas of interest in the borough, opportunity to comment online on planning applications, ability to search planning applications (including archived applications) and submit planning applications. Breaches of planning rules may also be reported via the website, and there is also information to help determine whether planning permission is required, and the types of planning advice the council provides.
- 1.9 All planning policy and application consultations will be published on the council website. Planning policy consultations will also be published on the council's dedicated consultation webpage (www.lambeth.gov.uk/consultations) and may also be promoted through blog posts on the Love Lambeth blog.

Digital consultation platform

- 1.10 The council's digital consultation platform will be used for planning policy consultations, usually accessed from the council's website. The digital consultation platform has a range of functionalities, such as allowing stakeholders to view and comment on documents and maps and allows the council to use video/film to promote the consultation. The platform enables real-time analysis of respondents by demographic characteristics and provides an opportunity to encourage stakeholders who may not normally respond to planning consultations to take part. The council handles all data in accordance with its privacy notice. The use of the digital consultation platform will be tailored to each planning policy consultation.

Social media

- 1.11 Social media is increasingly recognised as an effective means for communication. It can provide instant communication to a large number of people. This method of communication may engage those who are not normally interested in local government issues and reach a wider audience than the planning policy database. The council will promote planning policy consultations on its social media platforms such as Twitter and Facebook. In order to reach as many stakeholders as possible, the council may employ targeted ads on social media which use search criteria such as age, location or household type to reach specific stakeholder groups. The council may also produce short videos to promote its consultations. The council's digital consultation platform provides connectivity with social media which allows users to access consultations via their phones or tablets and also provides the opportunity to export media such as films and videos to consultations.

Electronic communication and email

- 1.12 Electronic communication and email is the preferred method of notifying and communicating planning consultations and receiving comments. Where the council holds a valid email address for a statutory, specific or general consultee, or any other interested party; email is the preferred method of communication over posting letters/materials unless planning regulations specify otherwise. It is the responsibility of interested persons or parties to keep the council informed of changes in email address. The council aims to have a valid email address for all consultees listed on its planning consultation database. It is the responsibility of recipients of electronic email to check their junk/trash/promotions mailboxes in case mail is automatically delivered to these boxes rather than the primary inbox and/or allow emails from the council to be accepted direct to their inbox. The council may also make use of relevant council-wide mailing lists and networks in addition to those contacts on the planning policy consultation database to promote planning policy consultations. The council may use alternative methods of communication aside from emails when consulting with stakeholders. The council handles all data in accordance with its [privacy notice](#).

Weekly planning lists

- 1.13 A weekly list of all registered planning applications and decisions taken on planning applications is available to view [on the council website](#).

Libraries

- 1.14 For borough-wide policy documents, at least one copy of all draft and adopted planning policy documents will be held at each of the libraries in Lambeth. Area-specific documents (draft and adopted) will be held at the library local to the specific area. Lambeth libraries offer free computer and internet access for library members. The computers can therefore be used to view planning related documents on the council website. Information on local libraries, including opening hours is available on the council website. Where current legislation or guidance on staying at home and away from others or any superseding legislation or guidance applies, it may not be possible to make draft planning policy documents available in libraries. In these circumstances the documents will be available for stakeholders to view on the council's website.

Letters

- 1.15 Where email is unavailable, letters may be used to consult specific and general consultation bodies, and neighbour notifications about planning applications. As email is the preferred means of getting in contact rather than letters; notifications of consultation events, planning documents and planning applications will not be sent by post where a valid email address is held. It is the responsibility of interested persons or parties to keep the council informed of changes in email address.

Site notices

- 1.16 Site notices are a minimum statutory requirement for certain planning applications. These include applications for listed building consent where works to the exterior of the building are proposed; applications to vary or discharge conditions attached to a listed building consent, or conservation area consent, or involving exterior works to a listed building; applications that do not accord with the development plan and; applications subject to an Environmental Impact Assessment. The council will arrange the erection of at least one site notice where it is legally required for such applications. Where it is not legally required, the council may request applicants of major development proposals to erect in prominent locations several site notices at and surrounding the site.

Local paper and public notices

- 1.17 The council will publish public notices for planning applications in local newspapers in accordance with national legislation. Press releases can be used to give prominence to major planning applications and consultation on development guidelines, policy and other planning documents. Public notices in local newspapers are costly and use of this method may change if legislation no longer requires statutory publicity of planning applications in newspapers.

- 1.18 It is no longer a statutory requirement to place a public notice in the local paper to advertise planning policy documents. However, in some circumstances, the council may consider placing notices for major consultation and for major formal stages of document preparation for example publicising the formal adoption of a policy document. Articles in the Lambeth Talk magazine (or equivalent) on planning policy matters are useful and an effective means of generating interest and seeking community views on potential approaches to policy formulation depending on the timing of the consultation and the publication schedule of Lambeth Talk.

Summary leaflets/newsletters

- 1.19 In certain circumstances summary leaflets have worked very well in Lambeth at pulling out key issues effectively and engaging people more effectively in targeted workshops. Content can be tailored to a particular issue, topic or area. While production and distribution of leaflets and newsletters has associated costs, previous use of them demonstrates their effectiveness in engaging a wide range of people. They are particularly useful when summarising consultation feedback in a simple and easy to understand way. The council may use consultation summary sheets and newsletters in future consultations and make them available on the council's website. The council may produce summary sheets in non-English languages to make them more accessible.

Posters

- 1.20 Posters can be used to advertise consultations and availability of documents and information. They can be targeted through area distribution, tailored to a particular issue, area or topic and can potentially reach people not normally interested in planning issues. As with other printed consultation material, production and distribution costs can be high depending on design, quality and printing volume. The council may consider use of posters in future consultations.

Exhibitions

- 1.21 Exhibitions normally involve display boards showing proposed area or topic-based changes. They allow people to browse and take in information, responding via a feedback form, but also via council officers or developers who organised the exhibition. Council organised exhibitions will be held in locations accessible by a range of transport options and with disabled access and advertised appropriately, for example on the council's website, in council publications and email notifications. The council encourages developers of major or significant planning applications to hold exhibitions, displays, presentations and to follow similar accessibility and advertising as part of their community consultation process. Every effort will be made to make use of existing local forums, area assemblies, networks, mailing lists and publications in promoting attendance of the exhibition. In some circumstances it may be more appropriate to hold an exhibition virtually, especially where there is a need to apply current legislation or guidance on staying at home and away from others or any superseding legislation or guidance, the use of online platforms such as Skype or Microsoft Teams is encouraged. Virtual exhibitions can be used to display a range of information and can be used in conjunction with a virtual presentation to explain or promote a planning

policy consultation. Virtual exhibitions may be recorded so that the information is available throughout the consultation period.

Public meetings

- 1.22 Public meetings are useful for discussing large projects or planning applications or planning policy where the discussion can be focused on specific matters. Their main value is in providing information and answering questions. However, often meetings can be dominated by individuals or groups. When used, public meetings will adhere to enhanced accessibility principles for inclusive engagement, for example, timing, location, venue, audible and visual communication of information and materials. Every effort will be made to make use of existing local forums, area assemblies, networks, mailing lists and publications in promoting attendance of the public meeting. Where current guidance on staying at home and away from others or any superseding guidance applies, public meetings may take place online, using platforms such as Skype or Microsoft Teams. Virtual public meetings may be recorded so that the information is available throughout the consultation period.

Workshops/ drop-in sessions/ focus groups

- 1.23 Workshops can bring people together from different sectors of the community to be more actively involved in the early and initial issues and options stage of preparing policy documents. Workshops and focus groups work well on a topic or area basis and will normally be led by council officers and/or facilitators, as appropriate. Workshops can be a good way of engaging with groups with community engagement challenges particularly through 'piggy backing' on existing meetings. This is also consistent with collaborative working practices, and the council will look to engage community partners to help deliver consultations where appropriate. Like public meetings, these will adhere to enhanced accessibility principles for inclusive engagement, for example timing, location, venue, and visual and audible communication of information and materials. In some situations, it may be appropriate to work in collaboration with local organisations or groups in the design of workshops to ensure that the content and format of workshops is tailored to the needs of specific stakeholders. Where current guidance on staying at home and away from others or any superseding guidance applies, workshops/ drop-in sessions/focus groups may take place online, using platforms such as Skype or Microsoft Teams.
- 1.24 Drop-in sessions are informal meetings where people who are interested in particular issues and plans can 'drop-in' for a one-to-one discussion with a planner. These may be held in informal locations such as a town centre or market, or in more formal locations like the town hall or council offices. Use of virtual citizen and/or expert panels will be encouraged. Every effort will be made to make use of existing local forums, area assemblies, networks, mailing lists and publications in promoting attendance of the workshop / drop-in session / focus group.

Questionnaire surveys

- 1.25 A questionnaire survey often works well with a summary leaflet that outlines the purpose of the proposed policy document, issues and options to specific policy topics, and prompt

questions to help structure consultation. Questionnaires can be completed online, downloaded from the website, printed and posted to the council, or taken to any workshop, meeting or event. To ensure that questionnaires are accessible to stakeholders, the council may use infographics and include definitions of planning terms in plain English where possible. Previous use of questionnaires has been very effective in increasing response rates and focusing on key issues. They can also be used for on-street surveys which have proved a good consultation tool in the past, particularly in engaging with groups with community engagement challenges, however; on-street surveys are resource intensive and costly. Questionnaires will be integrated into the council's digital consultation platform. This will provide stakeholders with the option to complete them online.

Public and community events

- 1.26 The council will take opportunities to link up with other programmes of public consultation or community or council-led events. At such events or consultation programmes the council can publicise and encourage comments on relevant planning applications and other planning issues. As a collaborative council using community partners to help deliver consultations will be encouraged where appropriate. The council will ensure that documents are produced as much as possible in plain English without acronyms or technical planning terms. Any planning terms used in a document will be fully explained where possible.

Local councillors

- 1.27 Locally elected councillors play a key part in providing advice, representation and advocacy of planning related issues as well as helping to notify residents and businesses of the borough of current planning matters, particularly community groups and networks and with groups with community engagement challenges in a particular area.

General Data Protection Regulations (GDPR)

- 1.28 All personal data collected through the consultation methods set out above will be managed in accordance with GDPR and the Data Protection Act 2018 and as set out in the privacy notice which is available at: <https://www.lambeth.gov.uk/elections-and-council/privacy/planning-transport-and-development-service-privacy-notice>

Groups with community engagement challenges

- 1.29 The council recognises that in terms of consultation and engagement exercises Lambeth can be split into two groups: those easily reached and kept involved, and groups where there may be community engagement challenges. The latter can include some include young people, Black, Asian and minority ethnic groups, faith groups, lesbian, bisexual, gay and transgender groups, disability groups and gypsies and traveller communities. The council recognise that there are groups who face certain challenges when engaging with the planning system. These may include language barriers, cultural differences and social perceptions. In order to overcome those barriers, particular efforts will be made to reach these groups. These may include exploring interactive methods to reach communities such as using targeted adverts on social media using criteria such as age, location or household

type to reach specific groups. The council may also use consultation summary sheets which are written in plain English and may include definitions of planning terms as this may benefit groups who may speak English as a second language. The council has identified a number of highly active networks and voluntary organisations which represent the views of people identifying with these groups who can be used to promote consultations to their members. The details of these groups are on the council's consultation database.

- 1.30 Specific efforts will be made to involve schools and youth organisations through Lambeth Youth Council, residents through the Leaseholder and Tenants Council's and other groups and forums. More outreach methods, such as piggy-backing on existing events will be used in reaching groups not normally involved in planning.
- 1.31 Appendix 2 identifies engagement methods proven to be particularly effective for these different groups. These methods will be available for use by the council subject to resourcing and the nature of the policy document. It is important that whatever consultation method is used, that it is accessible to all. Appendix 3 provides a list of considerations to ensure consultations are accessible (including use of translation, audiotape and induction-loop services), and this list will be taken into account when making decisions on consultations. Appendix 3 should be taken into account for all consultations, whether led by developers, applicants, the council or as part of the neighbourhood planning process.
- 1.32 Consultation and engagement plans will undergo an Equalities Impact Assessment to ensure that any negative impacts are identified and wherever possible mitigated. The Equalities Impact Assessment will be used to inform the engagement methods used for a particular consultation.

2

WORKING WITH OTHERS ON PLANNING POLICY

2. WORKING WITH OTHERS ON PLANNING POLICY

- 2.1 This section sets out how the council intends to engage with the community in the formulation of planning policy documents. The Local Development Scheme (LDS) (available to view on the council website and upon request) sets out the programme for preparation of Lambeth's Local Planning documents. It is regularly updated so people can be aware of forthcoming opportunities to participate in the preparation of planning policy documents.

Statutory planning policy documents

Local Plan

- 2.2 The council, as a local planning authority, is required to prepare statutory planning documents and the timetable for their preparation is set out in the LDS. These statutory planning documents are also known as development plan documents. A Local Plan is one such development plan document and it can be a single policy document or a suite of documents. Currently the Local Plan for Lambeth is the Lambeth Local Plan 2015. This Plan together with the London Plan and 'made' Neighbourhood Plans in the borough contains the policies against which planning applications in Lambeth are determined. These documents constitute the current statutory development plan for the borough.
- 2.3 In February 2019, the government updated the National Planning Policy Framework (NPPF) The NPPF requires Local Plan policies to be reviewed every 5 years to ensure that local planning authorities are well placed in relation to the new presumption in favour of sustainable development.
- 2.4 The Greater London Authority adopted the London Plan consolidated with alterations since 2011 in March 2016. The Mayor of London is currently reviewing the London Plan, with the 'Intend to Publish' version of the London Plan published in December 2019. On 13 March 2020 the Secretary of State formally directed the Mayor to make a number of detailed modifications to the wording of various policies in the Intend to Publish version released in December 2019. Once discussions with the Secretary of State regarding the modifications are concluded, the Mayor will be able to publish the London Plan in its final form.
- 2.5 The Local Plan sets out the vision and framework for future development of Lambeth, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design. The Local Plan is a critical tool in guiding decisions about individual development proposals, as it (together with any made neighbourhood plans) are the starting-point for considering whether applications can be approved.
- 2.6 The Local Plan makes clear what is intended to happen in Lambeth over the life of the plan, where and when this will occur and how it will be delivered. This is done by setting out broad locations and specific allocations of land for different purposes; through designations showing areas where particular opportunities or considerations apply (for example conservation areas); and through criteria-based policies to be taken into account when

considering development. The policies map spatially illustrates the application of policies in the Local Plan.

- 2.7 The council is currently reviewing its Local Plan which will cover a fifteen-year plan period between 2020 and 2035. The plan was submitted to the Secretary of State on 22 May 2020, on which date the examination commenced. It is anticipated that the revised Lambeth Local Plan will be adopted in 2021. The council is also preparing a Site Allocations Development Plan Document (SA SPD). Once adopted this will complement the Local Plan and include site-specific policies for development sites in the borough.

Neighbourhood plans

- 2.8 The Localism Act 2011 allows for the preparation of neighbourhood plans. A neighbourhood plan is prepared by the community through designated neighbourhood forums and sets out policies on development and use of land in the defined neighbourhood area. If brought forward by the community and when formally agreed by the council, the neighbourhood plan becomes a statutory planning document and must be taken into account when making decisions on planning applications in that neighbourhood. This means it has the same degree of weight in decision making as the Local Plan.
- 2.9 The Neighbourhood Planning (General) Regulations 2012 set out, amongst other things, the consultation requirements for neighbourhood planning, including the responsibilities of the local planning authority. The council will undertake its statutory duty with respect to these regulations. The council recommends that local people consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan (including formation of the forum and neighbourhood area). The council's policy on the advice and assistance offered to neighbourhood planning groups through the various stages of the neighbourhood planning process was originally agreed in 2018 as an annex to the previous SCI and is now included in Section 3 of this updated document.

Supplementary Planning Documents

- 2.10 Supplementary planning documents can be prepared by the council to provide further information and guidance about the implementation of the policies in development plan documents.

Who we will consult

Statutory consultees

- 2.11 The Town and Country Planning (Local Planning) Regulations 2012 set out the plan preparation process and minimum requirements for consultation (regulations 18 to 26). As a minimum the council must consult and invite representations (comments) with 'specific consultation bodies', 'general consultation bodies' and 'such residents or other persons carrying on business in the local planning authority's area from which the local planning

authority consider it appropriate to invite representations'. A current list of specific and general consultees is provided in Appendix 1.

- 2.12 The council maintains a database of contact details of groups and individuals who have expressed an interest in planning policy. It is continually updated. Any group, organisation or individual can be added to the database and therefore be notified of planning policy consultations. All personal data collected by the council will be managed in accordance with its [privacy notice](#). If you would like to be added to (or removed from) the planning policy database please email planningpolicy@lambeth.gov.uk.
- 2.13 These statutory bodies, interested parties and organisations, as well as the wider general public will be engaged in a number of different ways including ways that support the council's collaborative working ethos, as set out in this SCI.

Duty to co-operate

- 2.14 The duty to co-operate was introduced in the Localism Act 2011 and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities and public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. This means that the council must seek to actively engage neighbouring boroughs and a range of other agencies (see Appendix 1) when preparing and reviewing its planning policies, particularly in relation to strategic priorities and cross-boundary issues. Activities that fall within the duty to cooperate include activities that prepare the way or support the preparation of local plans and can relate to all stages of the plan preparation process. The council has to submit robust evidence to demonstrate compliance with the duty to cooperate and therefore a statement on cooperative working will be prepared and available for inspection as part of the Examination in Public process. The council is also required to report on its duty to cooperate activity in the authorities monitoring report.

Community involvement in the statutory Local Plan process

- 2.15 The process of producing local plans involves several stages. Figure 1 shows the process and Table 1 expands on this providing detail on how engagement and responses can change policy. The stages of production are prescribed by the Town and Country Planning (Local Planning) Regulations (2012). The National Planning Policy Framework 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. The council needs to therefore identify and engage at an early stage with all those that may be interested in the development or content of a local plan, including those groups who may be affected by its proposals but who do not play an active part in most consultations (including groups with community engagement challenges). The council may prepare a consultation plan to assist it in formulating the types of consultation proposed. Table 1 sets out the different stages of plan preparation, proposed engagement measures, type of input for each stage and the outcome of engagement exercises. It clearly sets out what is required by law in terms of consultation, and measures that the council may

choose to use, subject to time, resource and nature of the development plan document being prepared.

- 2.16 Appendix 2 identifies engagement methods for different groups that have proved successful in the past. Continued use of these methods and activities will remain available for use at the discretion of the council in preparing development plan documents and supplementary planning documents (see paragraph 2.21).

Figure 1: Process of producing development plan documents (DPDs)

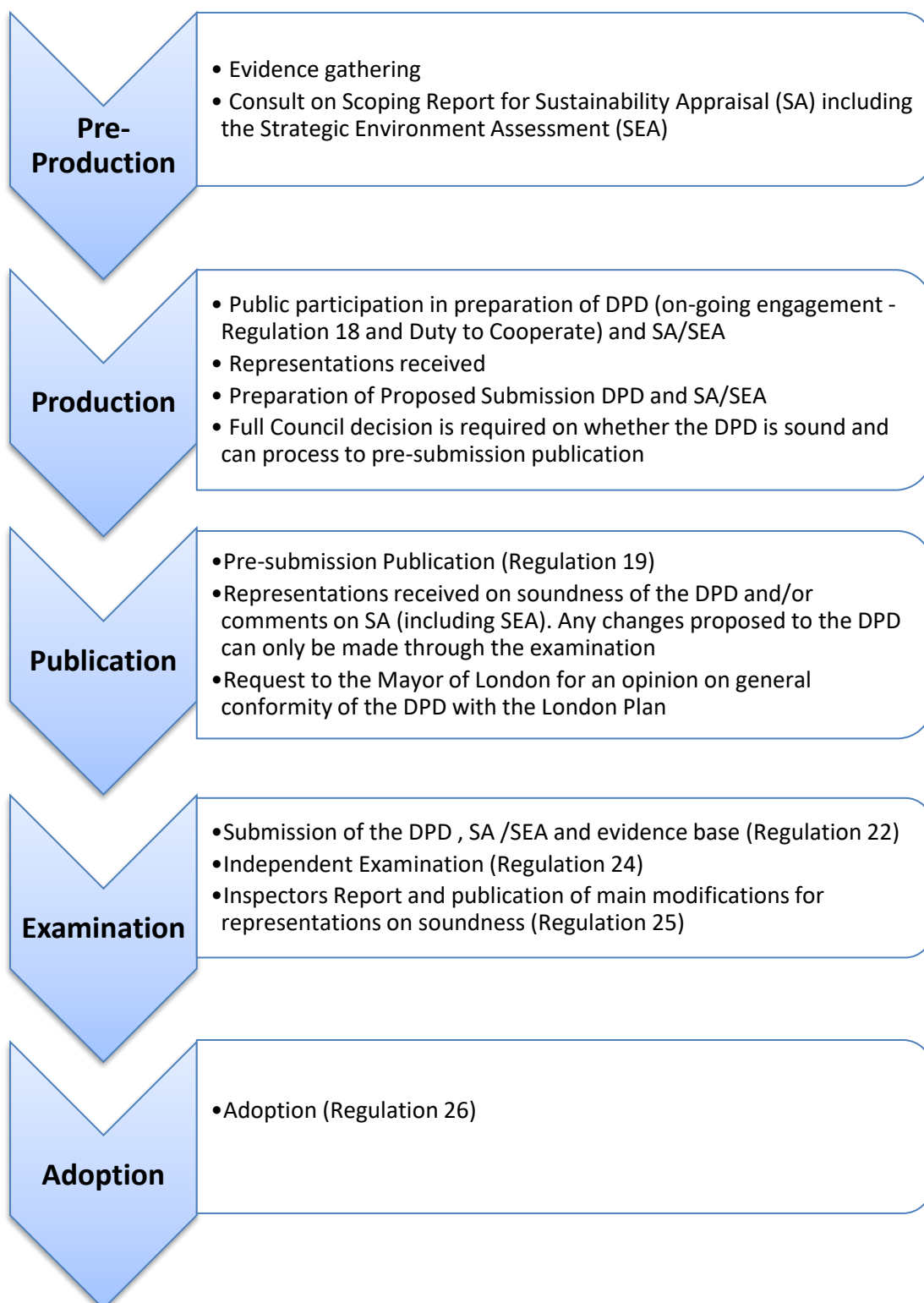


Table 1: Consultation methods informing different stages of plan preparation

Stage of document preparation	Consultation arrangements	Regulation	Nature of input and Outcomes
<p>Stage 1 pre-production/survey stage/ evidence base/ plan preparation – front loading/scoping stage</p> <p>The council consults on the scope of the development plan document and issues and options</p> <p>* Please note that the Regulations do not require the council the undertake a two-stage approach to Regulation 18 consultation; however, the council may opt to undertake this additional non-statutory round of consultation to help better inform the content of the plan.</p>	<p>Legal requirement</p> <ul style="list-style-type: none"> - Consult on Scoping Report for Sustainability Appraisal (SA) (including Strategic Environment Assessment (SEA)) as per regulations 9 and 13 of the Environmental Assessment of Plans and Programmes Regulations 2004 (minimum 5 weeks) - Consult relevant specific and general consultation bodies and other such residents or persons carrying on business in the borough appropriate on what a local plan of the subject matter ought to contain (no fixed period for consultation) - Invite representations on issues that would have significant impacts on both the borough and another local planning authority, or significant cross-boundary issues and strategic priorities (sections 33A and 20(5)(c) of the Planning and Compulsory Purchase (as amended) Act 2004) particularly from Local Enterprise Partnerships and Local Nature Partnerships and Duty to Cooperate bodies. 	Regulation 18	<p>Main opportunity to provide comments (normally over a 6-week period) to help develop proposals and formulate options for the policy document</p> <p>Comments can contribute to collecting baseline information, identifying environmental problems and developing SA objectives as part of SA process</p> <p>Outcomes:</p> <ul style="list-style-type: none"> - Records of discussions - Copies of comments - Consultation Statement - Representation schedule including council response, either individually or grouped as theme (for example SNAP surveys), as appropriate
	<p>Optional measures</p> <ul style="list-style-type: none"> - Make documents available at council offices and all libraries. - Publish documents on the council’s website - Digital consultation platform linked to promotion through social media - Publicise in the council’s web-based Consultation Diary. - Article in council publications - Press release and adverts - Post/email summary leaflets to groups and organisations with questionnaire to structure and promote responses - Consult area assemblies, community/neighbourhood bodies or any other future representative arrangements as appropriate. - Hold workshop/meetings subject to assessed needs and/or requests with priority for elderly, young, black minority ethnic and disability groups - On-street surveys/questionnaires - Facilitated focus groups - SNAP surveys 		

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	<ul style="list-style-type: none"> -Event attendance -Virtual exhibitions -Virtual public meetings -Online workshops/drop-in sessions - Use of methods outlined in Appendix 2 		
<p>Stage 2 Plan preparation - formulation stage</p> <p>The council considers reasonable alternatives, formulates the preferred strategy and composes a draft plan</p>	<p>Legal requirement</p> <ul style="list-style-type: none"> - Duty to co-operate obligations as set out in section 33A of the Planning and Compulsory Purchase (as amended) Act 2004 - Consultation on the SA /SEA in line with Regulations 12 and 13 of the Environmental Assessment of Plans and Programmes Regulations 2004 - Consult relevant specific and general consultation bodies and other such residents or persons carrying on business in the borough on what a local plan of the subject matter ought to contain (no fixed period for consultation). <p>Optional measures</p> <p>Minimum 6 weeks consultation period</p> <ul style="list-style-type: none"> - Make draft documents available at council planning office and all libraries. - Publish draft documents on the council’s website. - Publicise in the council’s web-based Consultation Diary. - Article in council publications - Press releases and adverts - Post/email summary leaflets to groups and organisations with questionnaire to structure and promote response - Consult area assemblies, community/neighbourhood bodies or any other future representative arrangements as appropriate. - Hold workshop/meetings subject to assessed needs and/or requests with priority for elderly, young, black minority ethnic and disability groups - SNAP surveys - Event attendance - staff drop-in sessions - Exhibitions - Email update - Virtual exhibitions -Digital consultation platform linked to promotion through social media 	Regulation 18	<p>Normally the last main opportunity to provide comments (over a 6-week period) to help shape the contents of the plan.</p> <p>Outcomes:</p> <ul style="list-style-type: none"> - Records of discussions /correspondence - Copies of representations - Consultation Statement - Representation schedule including council response, either individually or grouped as theme (for example SNAP surveys), as appropriate

	<ul style="list-style-type: none"> -Virtual public meetings -Online workshops/drop-in sessions - Use of methods outlined in Appendix 2 		
<p>Stage 3 Pre-submission Publication</p> <p>Six-week publication period for those dissatisfied or satisfied with the local plan to make formal representations to the inspector about the soundness of the plan.</p> <p>*On the 15th July 2020, the Ministry of Housing Communities and Local Government published temporary regulations in relation to the availability of documents for public inspection. The Town and Country Planning (Local Planning) (Coronavirus)(Amendment) Regulations 2020 temporarily removes the requirement on a local authority to make documents available for public inspection at the local authority's principal office or at other places</p>	<p>Legal requirement</p> <ul style="list-style-type: none"> - 6 weeks formal publication - Send to each specific consultation body a copy of each submission document and statement of representations procedure - Send to each general consultation body the statement of representations procedure and notify where and when submission documents can be inspected - Make available for inspection proposed submission documents (includes local plan, SA/SEA and supporting documents), and statement of representations procedure and form*: <ul style="list-style-type: none"> - at the principal council office and such other places as appropriate (usually interpreted as libraries). - published on the council website. - request the opinion of the Mayor of London on the general conformity of the local plan to the London Plan <p>Optional measures</p> <ul style="list-style-type: none"> - Place advert in the local press - Publicise in the council's web-based Consultation Diary. - Article in council publications - Press release and adverts - Consult area assemblies, community/neighbourhood bodies or any other future representative arrangements as appropriate. - Social media -Virtual exhibitions -Digital consultation platform linked to promotion through social media -Virtual public meetings -Online workshops/drop-in-sessions 	Regulations 19, 20, 21	<p>Formal opportunity for anyone to comment on the soundness of the Plan (inviting comments on legal compliance, duty to cooperate and the tests of soundness only):</p> <ul style="list-style-type: none"> • Positively prepared • Justified • Effective • Consistent with national policy <p>A standardised representation form is provided.</p> <p>Representations received on soundness of the plan will be sent to the planning inspector, alongside the plan for independent examination.</p> <p>Outcomes</p> <ul style="list-style-type: none"> - Copies of Representations - A consultation statement giving the number of representations made under regulation 18 and regulation 20, a summary of main issues raised under these regulations, or a statement that no representations were made.

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<p>that the authority considers appropriate until 31 December 2020. This period may be extended by further legislation. In these circumstances the documents will be available on the council's website. The requirements in this section apply to Stages 3,4,5,6 and 7 of this table</p>			
<p>Stage 4 Submission</p> <p>This is the council's proposed final version of the plan which is submitted to the Secretary of State for independent examination.</p> <p>The council collates any representations made at pre-submission publication stage and submits these to Secretary of State along with all other supporting documents.</p>	<p>Legal requirement</p> <ul style="list-style-type: none"> - Send each of the submission documents in paper form and electronically to Secretary of State - Make available for inspection the submission documents (includes the planning document, submission policies map, SA/SEA and supporting documents), and statement of representations (Regulation 22(1)(c) statement), including copies of representations and statement as to where the plan and supporting documents are available*: <ul style="list-style-type: none"> - at the principal council office and such other places as appropriate (usually interpreted as libraries). - published on the council website. - Send to each specific consultation body and each general consultation body notification that the submission documents are available and when and where they are available for inspection - Give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State that it has been submitted <p>Optional measures</p> <ul style="list-style-type: none"> - Place ad in local paper - Social media - Website 	<p>Regulation 22</p>	

<p>Stage 5 Independent Examination</p> <p>An examination in public (hearing) may be held to inform the Inspector’s consideration of whether the plan is sound. Those who submitted Regulation 20 representations and expressed a wish to take part in the hearing can be invited to do so by the Inspector.</p> <p>Further information on examination procedure can be accessed here.</p> <p>The inspector may recommend proposed ‘main modifications’ to the plan to ensure its soundness if asked to do so by the council. Additional modifications may also be made to improve its clarity or make factual corrections. Main modifications will be advertised with a minimum 6 week period.</p>	<p>Legal requirements</p> <ul style="list-style-type: none"> - At least 6 weeks before the public hearing, publish on the councils website, and notify those who requested to be notified, details of the date, time and venue for the examination and the name of the person appointed to carry out the examination <p>Council measures for main modifications</p> <ul style="list-style-type: none"> - Preparation of main modifications schedule - Depending on the scope of the modifications further sustainability appraisal work may also be required. <p>Publication of proposed main modifications should reflect consultation requirements under regulation 19*:</p> <ul style="list-style-type: none"> - 6 weeks formal publication - Send to each specific consultation body a copy of the schedule of proposed main modifications, sustainability appraisal (if applicable) and a representation form - Notify each general consultation body where and when the schedule of proposed main modifications can be inspected - Make available for inspection the schedule of proposed main modifications, sustainability appraisal (if applicable) and representation form: <ul style="list-style-type: none"> - at the principal council office and such other places as appropriate (usually interpreted as libraries). - published on the Council website. 	<p>Regulation 24 Regulation 19</p>	<p><u>Pre-examination</u></p> <p>The planning inspector may ask the local authority questions on the plan. Any questions posed to the local authority and the local authority’s responses, are published on the council website in the Examination Library.</p> <p>It will be up to the appointed inspector to determine the level of public participation during the examination hearing.</p> <p><u>Post-examination</u></p> <p>Consultation on the main modifications allows individuals, organisations, interested parties the opportunity to comment on the wording of the modifications.</p> <p>All responses received on the modifications are compiled and sent direct to the Inspector and will be used to inform the final Inspectors Report.</p>
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Statement of Community Involvement
October 2020

<p>Stage 6 Post Examination</p> <p>Following the hearing and publication of modifications if applicable, the inspector produces a report determining whether or not the document is suitable for adoption. The report will include recommendations and reasons to enable the plan to be adopted.</p>	<p>Legal requirements</p> <ul style="list-style-type: none"> - Following the examination, make copies of the Inspector’s recommendations available at the principal council office and such other places as appropriate (usually interpreted as libraries) and publish on the council website* - Give notice to those persons who requested to be notified of the publication of those recommendations, that the recommendations are available <p>Optional measures</p> <ul style="list-style-type: none"> - Issue press release - Article in local paper. -Social media -Website 	<p>Regulation 25</p>	<p>Opportunity for those that wished to be notified of the inspector’s recommendations to view the recommendations.</p>
<p>Stage 7 Adoption of local plan</p> <p>The plan is amended in response to the inspector’s recommendations and is adopted by a full council meeting.</p>	<p>Legal requirements</p> <ul style="list-style-type: none"> - Make available on the council website and in the principal council office and such other places as appropriate (usually interpreted as libraries), the plan, adoption statement, SA /SEA report, and details of where the plan is available for inspection* - Send a copy of the adoption statement to those who requested it - Send a copy of the adoption statement to the Secretary of State <p>Optional measures</p> <ul style="list-style-type: none"> - Place ad in local paper - Article in local paper - Social media - Website 	<p>Regulation 26</p>	<p>A six-week period of legal challenge exists from the date at which the plan is adopted (s113(4) Planning and Compulsory Purchase Act).</p>

Community involvement in preparing Supplementary Planning Documents

- 2.17 As Supplementary Planning Documents (SPDs) do not have development plan status they are not subject to the same process of submission and independent examination. It is a statutory requirement for SPDs to be consulted on as outlined in the Town and Country (Local Planning) (England) Regulations 2012 (Regulation 12). Consultation still plays an effective role in the production of SPDs. The same general methods of engagement may be used for SPDs as DPD (see above Table 1 – stages 1 and 2). The council will follow a two-stage process in relation to the preparation of a proposed supplementary planning document. The minimum consultation period is four weeks. Prior to adoption a consultation statement will be prepared outlining the persons consulted during SPD preparation, a summary of the main issues raised during the consultation and how those comments have been addressed in the SPD. Following consideration of responses and amendments to the SPD as appropriate, the SPD would then be adopted by the council. An adoption statement will also be prepared and made available to view, together with the SPD as soon as reasonably practicable following adoption.

Planning Guidance Notes

- 2.18 In some circumstances, planning guidance documents are prepared to aid planning decision making but do not have the same status as SPD documents. Examples include:
- conservation character area appraisals / statements
 - design guidance
 - guidance on technical matters – parking survey, refuse standards, air quality etc.
- 2.19 It is optional whether the council will consult on guidance documents. Where they are consulted on the guidance documents will be publicised on the council's website. Following the consideration of responses and amendments to the guidance as appropriate, a summary of the comments will be produced and reported on as part of the formal decision report. Where the guidance is borough-wide stakeholders will be notified by e-mail. Where guidance relates to a geographical area (such as a conservation area) local residents will generally be notified with leaflets posted through letter boxes, or notices placed within the local area, and stakeholder groups related to the area will be notified by e-mail.

Heritage Designations

- 2.20 In relation to heritage the following notification are undertaken:

Statutory Heritage designations made by Government (including Listed Buildings, Registered Parks and Gardens)

When these designations are made by government the council is obliged by law to notify the owner in accordance with national regulations.

Conservation Areas

- 2.21 Where new conservation areas are proposed, or where it is proposed to change the boundaries of existing conservation areas the occupiers of the properties directly affected will be informed of the proposal in writing. The consultation will be publicised on the council website, and local stakeholder groups related to the area notified by e-mail. Following the consideration of responses and amendments to the guidance as appropriate, a summary of the comments will be produced and reported on as part of the formal decision report.

Local Heritage List

- 2.22 When assets are added to the Local List the building occupier is notified in writing. There is an appeal process in place should they wish to challenge the listing. Appeals are reported to the Strategic Director: Sustainable Growth & Opportunity for decision. Changes to archaeological priority areas are normally undertaken as part of the local plan making process. Where changes are proposed outside that process, the occupiers of properties directly affected by the changes will be notified in writing.

Reporting Back

- 2.23 The council is committed to evaluating the effectiveness of engagement exercises and reporting back on responses and outcomes of such exercises. Following each stage of engagement activity the council will:
- give full consideration to the views obtained through engagement exercises, including full consideration of all representations received and continue further discussions where this will assist in developing planning policy.
 - produce a summary of all responses received with the council's response to points raised in the representations. This summary document will be published on the council website.
 - produce a consultation report evaluating engagement methods used, documenting targeted groups and overview of key findings and responses. The council may produce this information in the form of consultation feedback summary sheets.
- 2.24 In accordance with Regulations 12, 17 and 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 a consultation statement will be published alongside the development plan document or supplementary planning statement (as applicable). The statement will set out:
- which bodies and persons were invited to make representation;
 - how those bodies and persons were invited to make such representations;
 - summary of the main issues by those representations; and
 - how those main issues have been addressed in the planning document.
- 2.25 The council also produces annual monitoring information which includes reporting information on the progress on the implementation of the Local Development Scheme and the extent to which the policies set out in the Local Development Documents are being achieved. The monitoring report will be published on the council's website.

Annual position statement

- 2.26 In accordance with Planning Practice Guidance, local planning authorities can confirm their 5-year housing land supply position either through a recently adopted plan or by through an annual position statement.
- 2.27 If the council decides to confirm its 5-year land supply position through an annual position statement, it will follow procedure and advise the Planning Inspectorate of its intention to do so by 1 April each year, and submit the relevant information by 31 July of the same year. It will ensure that the assessment of the deliverability of sites is robust and will carry out an engagement exercise to inform the preparation of the statement, which will also be submitted to the Planning Inspectorate.
- 2.28 This will involve engaging with stakeholders through various means as identified section 1 of this SCI who have an impact on the delivery of sites. This will include consulting and working alongside the following:
- small and large developers;
 - land promoters;
 - private and public land-owners;
 - any other bodies with an interest in particular sites including infrastructure providers and neighbouring boroughs
- 2.29 Following this annual engagement process, Lambeth will produce an engagement statement and submit this to the Planning Inspectorate for review.

3

Neighbourhood Planning

3 How Lambeth Council provides advice or assistance for neighbourhood planning

- 3.1 The primary purpose of this guidance is to satisfy the requirements of section 6 of the Neighbourhood Planning Act 2017 for local planning authorities to set out in their SCI their policy for discharging their duty to give advice or assistance to qualifying bodies to facilitate proposals for neighbourhood development plans or neighbourhood development orders, including proposals for the modification of neighbourhood development plans. The approach to providing advice and assistance with neighbourhood development orders applies equally to community right to build orders. References to legislation and government guidance are correct as of May 2018. Changes in legislation or government guidance may affect the way in which the principles set out in this addendum are applied in the future.
- 3.2 This guidance sets out how the council will provide advice or assistance at the different stages involved in making neighbourhood development orders and neighbourhood development plans, and in the modification of neighbourhood development plans. It also gives a brief overview of the process for preparing a neighbourhood development plan or neighbourhood development order.
- 3.3 National Planning Practice Guidance (www.nppg.gov.uk) provides extensive guidance on the neighbourhood planning process. The council encourages those embarking on neighbourhood planning to refer to this online guidance for the most up-to-date information on legislation, process and requirements.
- 3.4 Section 149 of the Equality Act 2010 requires public authorities to comply with the public sector equality duty. This requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. An Equalities Impact Assessment (EqIA) will generally be undertaken in relation to decisions relating to neighbourhood planning, for example on designation of a neighbourhood area or forum, or when a neighbourhood plan is ready to be put into place. Neighbourhood forums are therefore advised to include as much information as possible about their view of the potential impacts of their proposals on different sections of the community in the documents they prepare for consultation and submission. Council officers can provide neighbourhood forums with technical advice about how to go about collating and presenting this information.
- 3.5 Officers can provide advice about the neighbourhood planning process generally, including the statutory requirements that apply at various stages. Requests for advice or for further information about neighbourhood planning should be made in writing to planningpolicy@lambeth.gov.uk. A response can be expected within ten working days of receiving the request, or other agreed timeframe.

Initial meeting with the Council

- 3.6 The council recommends prospective neighbourhood forums request a meeting with officers in the council's Planning Strategy and Policy team at an early stage to go through the neighbourhood planning process and statutory requirements. Officers will aim to arrange this meeting as soon as possible after it has been requested. This meeting will provide an opportunity to discuss the potential area proposed for neighbourhood designation, and to discuss the scope of any potential neighbourhood plan, including the inter-relationship with the existing development plan for the borough and, where relevant, forthcoming reviews of the development plan.
- 3.7 Neighbourhood forums are advised to produce, prior to the initial meeting with council officers, a draft project plan for the preparation of a neighbourhood plan or neighbourhood development order. The draft project plan can be discussed in the meeting, after which officers can provide written feedback if necessary.

Stage 1: Designating neighbourhood area and forum

- 3.8 An application must be made to the local planning authority by a prospective neighbourhood forum for a neighbourhood area to be designated. The prospective neighbourhood forum is advised to send a draft application for comment to council officers prior to submitting an application for neighbourhood area designation.
- 3.9 The application must include a map which identifies the area to which the application relates, and a statement explaining the status of the body that is making the application and why this area is considered appropriate to be designated as a neighbourhood area. For further information about the application requirements, please refer to the online [Planning Practice Guidance](#).
- 3.10 To assist production of a map, Lambeth's Open Mapping portal provides access to boundaries for all designated planning policy areas in the borough. It also offers some functionality for creating and exporting maps. Groups will need access to GIS software and expertise to be able to use the mapping data. The Ordnance Survey (OS) provides a number of free background mapping datasets through their website. Again, GIS software is needed to create maps using these OS datasets. Other mapping freeware may also be available.
- 3.11 More detailed OS background mapping may be available via the council in limited circumstances. The relevant data has stringent copyright requirements associated with it, and groups will be asked to demonstrate that they have a specific need for the data and how they intend to publish it. Officers can if requested provide groups with further advice about how to access mapping information, either from the council or more generally.
- 3.12 Legislation does not allow for the overlap of neighbourhood areas. Sometimes there can be different views about which neighbourhood(s) a particular area most closely aligns to. Should this happen officers will aim to broker a discussion between relevant stakeholders.

- 3.13 Where an area application crosses one or more borough boundaries, Lambeth officers will make contact with officers in the other borough(s) with the aim of reaching agreement about how the application will be handled at officer level. Where a proposed neighbourhood area includes land in more than one borough, each affected local planning authority will as a rule remain responsible for taking decisions about the designation of the part of the proposed neighbourhood area falling within its boundary.
- 3.14 Once an application is made to designate a neighbourhood area, the council will publicise the application and seek comments for a period of six weeks (or 12 weeks for business-led neighbourhood plans). The council will also notify parties who have previously expressed an interest in being kept informed about planning policy in the borough, and whose up to date contact details have been provided along with any appropriate consents to data processing, about receipt of the application.
- 3.15 The council will aim to determine the application within the prescribed timescales, which at present are 13 weeks from it first being publicised or 20 weeks where an application relates to more than one local authority area.

Designating a neighbourhood forum

- 3.16 Once an application is made for designation of a neighbourhood forum, the council will publicise the application and seek comments for a period of six weeks (or 12 weeks for business-led neighbourhood forums). The same notification procedure will apply as set out at 3.14 above.
- 3.17 The council will aim to take a decision on an application to designate a neighbourhood forum within the prescribed timeframes, which at present are 13 weeks (or 20 weeks, where the application must be submitted to more than one local planning authority) (these timescales do not apply in cases where there is already a neighbourhood forum application under consideration that relates to all or part of the same area).
- 3.18 The neighbourhood forum designation expires after five years. Forums will then need to reapply for their neighbourhood forum designation. The process of reapplying for designation will follow the process for initial designation.

Stage 2: Preparing a draft neighbourhood plan or draft neighbourhood development order

- 3.19 At this stage, neighbourhood forums may find it useful to meet with council officers again to discuss potential scope of any proposed neighbourhood plan or order and other matters related to the plan/order making process. Officers encourage groups to share an early working draft of their neighbourhood plan or order so that officers may provide comments that the forum may wish to take into account in preparing a draft to proceed to public consultation at the next stage of the process. Officers will need sufficient time and information in order to be able to provide comments. Timescales and information requirements can be discussed and agreed with officers.
- 3.20 Officers will aim to provide comments on working draft(s) of a neighbourhood plan/neighbourhood development order by the timescales that are being worked to by neighbourhood forums. To facilitate this, neighbourhood forums need to keep officers up to date

with their proposed timetables for neighbourhood plan/development order preparation. This will help officer resources to be managed so as to provide effective support.

- 3.21 In preparing a neighbourhood plan or neighbourhood development order, the PPG encourages neighbourhood forums to:
1. gather baseline information and evidence about the neighbourhood area
 2. engage and consult those living and working in the neighbourhood area and those with an interest in or affected by the proposals
 3. talk to land-owners and the development industry
 4. identify and assess options
 5. determine whether a plan or an order is likely to have significant environmental effects
 6. start to prepare proposal documents e.g. basic condition statement.
- 3.22 Up-to-date planning policy evidence base and monitoring data is published online by the council and is available to neighbourhood forums to inform the work they are doing.
- 3.23 A neighbourhood plan must be in general conformity with the strategic policies of the development plan for Lambeth, which includes the London Plan and the Lambeth Local Plan. Officers can provide guidance if requested about the relationship between proposed neighbourhood development plan policies and strategic policies in development plans.
- 3.24 Neighbourhood planning groups need to be aware that the role of officers is to provide advice and guidance about the content of a draft neighbourhood plan or order. Officers cannot produce a neighbourhood plan or order, write policies, commission or endorse specific consultancy companies, undertake administrative tasks associated with plan preparation, or provide financial support or any other form of dedicated resource.
- 3.25 Funding from external organisations or agencies may be available to neighbourhood forums in connection with formulating neighbourhood plans and/or development orders. Officers can if requested provide further information about possible sources of funding.
- 3.26 Officers can on request comment on an early draft of the basic conditions statement and other individual draft submission documents.
- 3.27 Once neighbourhood forums consider that they are ready to proceed to the next stage of formal public consultation (referred to in more detail at stage 3 below), they are strongly advised to provide officers with the proposed consultation version, especially if officers have not previously been asked to review working or early drafts. The reason for this is to make the public consultation period as effective as possible and to identify any key issues before a draft neighbourhood plan/order is formally submitted to the council for consideration at stage 4 of the process set out below.

Stage 3: Pre-submission publicity and consultation – regulations 14 and 21 of the Neighbourhood Planning (General) Regulations 2012 (the Regulations)

- 3.28 The neighbourhood forum must publicise the draft neighbourhood plan or neighbourhood development order for at least six weeks in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area and consult any consultation body referred to in the relevant paragraphs of Schedule 1 of the Regulations whose interests the neighbourhood forum considers may be affected by the proposals for a neighbourhood development plan or order. It must send a copy of the draft plan or order to the council. The neighbourhood forum should consider consultation responses and amend the plan/order if appropriate. A consultation statement needs to be prepared by the neighbourhood forum.
- 3.29 The council is not in a position to share its database of planning policy contacts with neighbourhood forums. However, if requested by neighbourhood forums, council officers can issue notifications to relevant contacts on behalf of neighbourhood forums.
- 3.30 The council will generally provide a full written representation when the statutory pre-submission consultation takes place.
- 3.31 At this stage the council will prepare an initial Strategic Environment Assessment (SEA) screening report in relation to a draft neighbourhood plan and will decide whether a full assessment is required under the Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations). Officers will consult the relevant statutory bodies as part of that process and inform the neighbourhood forum of the outcome. The council may need to ask the neighbourhood forum to obtain additional information in order to enable the council to carry out these steps.
- 3.32 Should it be determined as a result of the SEA screening process that a draft neighbourhood plan would have significant environmental effects, a full SEA assessment will be required. The responsibility to produce this will fall on with the neighbourhood forum. If a neighbourhood forum wishes to rely on a Sustainability Appraisal (SA) to show how the objective of sustainable development is met, it would be the responsibility of the forum to produce the SA. Further advice on the SEA and SA processes can be found on the PPG webpages. The council is not able to undertake full SEA and/or SA on behalf of a neighbourhood forum, but officers can provide advice about how to approach this task. If a full assessment under the Habitats Regulations is required, officers will discuss with the neighbourhood forum what this will need to contain and how this should be progressed.
- 3.33 In the case of a proposal for a neighbourhood development order, the Environmental Impact Assessment (EIA) Regulations 2017 will need to be considered (in addition to the Habitats Regulations) and the proposal may require screening by the council under the EIA Regulations. Officers will advise the neighbourhood forum if any steps are required to be taken by the forum, including if an Environmental Statement (ES) is necessary, and if any further information is needed in connection with the EIA process. Officers can if requested provide further guidance about how to go about preparing an ES, but they cannot prepare the document on behalf of a neighbourhood forum.

- 3.34 If as a result of the council's full written representation (referred to at 3.30) the neighbourhood forum considers that they require time to modify the draft plan, the neighbourhood forum may request a further round of comments from officers on their revised draft plan, prior to the formal submission stage (referred to at Step 4). This can include further consideration by officers of whether revisions to documents would be likely to meet the various statutory requirements. Should this offer be taken up by the neighbourhood forum, the forum and officers would need to agree a revised timetable for the additional round of comments and submission.
- 3.35 Neighbourhood forums are strongly advised to send a full set of draft submission documents to officers for comment prior to the formal submission of documents to the council (at step 4 below), whether or not there has been prior contact with officers about earlier or working versions of these documents. Officers will aim to give the neighbourhood forum an indication at that stage (as part of the advice and assistance process) of whether those documents would be considered to be compliant with the various requirements in the legislation, if the documents were to be formally submitted in this format. The neighbourhood forum should allow sufficient time for officers to provide comments on the draft submitted proposal documents.

Step 4: Submission of a neighbourhood plan or order proposed to Lambeth Council

- 3.36 Following the completion of step 3 above and on formal submission of a draft neighbourhood plan and associated submission documents, the council will consider and make a decision about whether the documents satisfy various statutory requirements.
- 3.37 If the council finds that the draft plan or draft order does not meet those statutory requirements, it will inform the neighbourhood forum outlining the reasons why it considers that the submission documents fall short of the applicable legal requirements.
- 3.38 If the council finds that the draft plan or draft order meets the statutory requirements it will:
- publicise the proposal for a minimum of six weeks and invite representations
 - notify consultation bodies referred to in the consultation statement
 - appoint an independent examiner, with agreement of the neighbourhood forum.
- 3.39 In publicising the draft plan or draft order, the council will use the same consultation mechanisms that it uses for publicising its own draft development plan documents, i.e. make available for public inspection all submission documents at the principal council office and other such places as appropriate (normally the library local to the neighbourhood area) and publish the documents on the council website. The council will also send notification of the availability of submission documents to contacts on its planning policy database, including consultation bodies referred to in the consultation statement.
- 3.40 The council will prepare an updated SEA screening report on the submission version of the draft neighbourhood plan taking into account statutory consultee comments.

Step 5: Independent examination

- 3.41 The council will send the draft plan/order proposal and representations to the independent examiner. A hearing is not normally required. However, if the independent examiner considers it

necessary to ensure adequate examination of an issue or to give a person a fair chance to put their case, a hearing must be held to listen to oral representations about a particular issue. In this instance, the council, in consultation with the examiner, will arrange the date and location for the hearing. The independent examiner decides the format and scope of the hearing and who will be invited to speak.

- 3.42 On receipt of the independent examiner's report the council will make the report available at the principal council office and such other places as appropriate (normally the library local to the neighbourhood area) and publish the report on the council website. The neighbourhood forum receives a copy of the report direct from the independent examiner.
- 3.43 The council will consider the examiner's report and recommendations upon receipt of the report. The council will decide what action to take in response to each of the report's recommendations, including whether to send the plan/order to referendum. Neighbourhood forums are able to ask the Secretary of State to intervene, should they disagree with certain of the council's decisions at this stage. Such a request would need to be made in accordance with the relevant statutory requirements. These are contained in paragraph 13B of Schedule 4B to the Town and Country Planning Act 1990 and include a time limit and format for making the request to the Secretary of State.
- 3.44 If the council proposes to make a decision which differs from that recommended by the examiner, it will notify the following people or groups of its proposed decision, including reasons for it, and invite representations from:
- the neighbourhood forum;
 - anyone whose representation was submitted to the examiner; and
 - any consultation body that was previously consulted.
- 3.45 Representations must be submitted to the council within six weeks of the council inviting representations. If the council considers it appropriate, it can refer the issue to independent examination. The council will issue its final decision within five weeks of the closing date for representations, or within five weeks of receipt of the examiner's report if the issue was referred to examination.
- 3.46 If necessary, the council will at this stage update any applicable environmental screening documents and any assessments that have been carried out by the council to take account of any modifications to the draft plan or order recommended through the examination process.
- 3.47 Once step 5 of the plan/order-making process has been reached, officers anticipate that there will be less need for advice or assistance to be provided. However, if neighbourhood forums have specific questions that are not addressed through contact with officers as part of step 5, these can be raised as outlined at 3.5 above.

Steps 6 and 7: Referendum and bringing the neighbourhood plan or order into force

- 3.48 The council will make arrangements for the referendum to take place. In the case of a business-led neighbourhood plan there would need to be two referendums with businesses and residents. The referendum will be run by the council's electoral services team. Officers in planning policy will

liaise with the electoral services team in discussion with the neighbourhood forum about the arrangements for the referendum. The council will publish an information statement and notice of referendum(s). Polling takes place and results are declared. If the majority of those who vote in a referendum are in favour of the draft neighbourhood plan or order, then the neighbourhood plan or order must be made by the council within eight weeks of the referendum. The eight-week time limit does not apply where a legal challenge has been brought in relation to the decision to hold a referendum or the conduct of the referendum. The council will publish on its website the neighbourhood development plan or order and details of where and when the neighbourhood development plan or order may be inspected. It will notify any person who asked to be notified of the making of the neighbourhood development plan or order.

- 3.49 As regards the availability of advice or assistance from the council, the comments at para 3.47 apply equally to steps 6 and 7.

Modifying Neighbourhood Plans

- 3.50 Neighbourhood Plans can be modified. The council can modify neighbourhood plans if the proposed change is minor and will not materially affect planning policies. Any other modification must go through the neighbourhood plan preparation process again, with the following additional requirements:

- the neighbourhood forum must state at pre-submission publicity and consultation stage and when the modified plan is submitted to the council, whether they believe the modifications are so significant or substantial as to change the nature of the plan and give reasons;
- the council must (when sending the modified plan to the independent examiner) state whether they believe that the modifications are so significant or substantial as to change the nature of the plan and give reasons. The council must also submit a copy of the original plan to the examiner;
- the neighbourhood forum must decide whether to proceed with the examination after the examiner has decided whether the modifications proposed change the nature of the plan.

- 3.51 Neighbourhood forums are able to ask the Secretary of State to intervene, should they disagree with certain of the council's decisions at this stage. Such a request would need to be made in accordance with the relevant statutory requirements. These are contained in paragraph 13B of Schedule 4B to the Town and Country Planning Act 1990 and include a time limit and format for making the request to the Secretary of State.

- 3.52 Accordingly the council aims to offer the same level of advice and assistance in relation to proposals for modifying neighbourhood plans as it does when they are first prepared. Neighbourhood forums are therefore advised to discuss proposed modifications with council officers at an early stage to allow consideration of and advice on the process that will need to be followed.

4

CONSULTING OTHERS ON PLANNING APPLICATIONS

4. CONSULTING OTHERS ON PLANNING APPLICATIONS

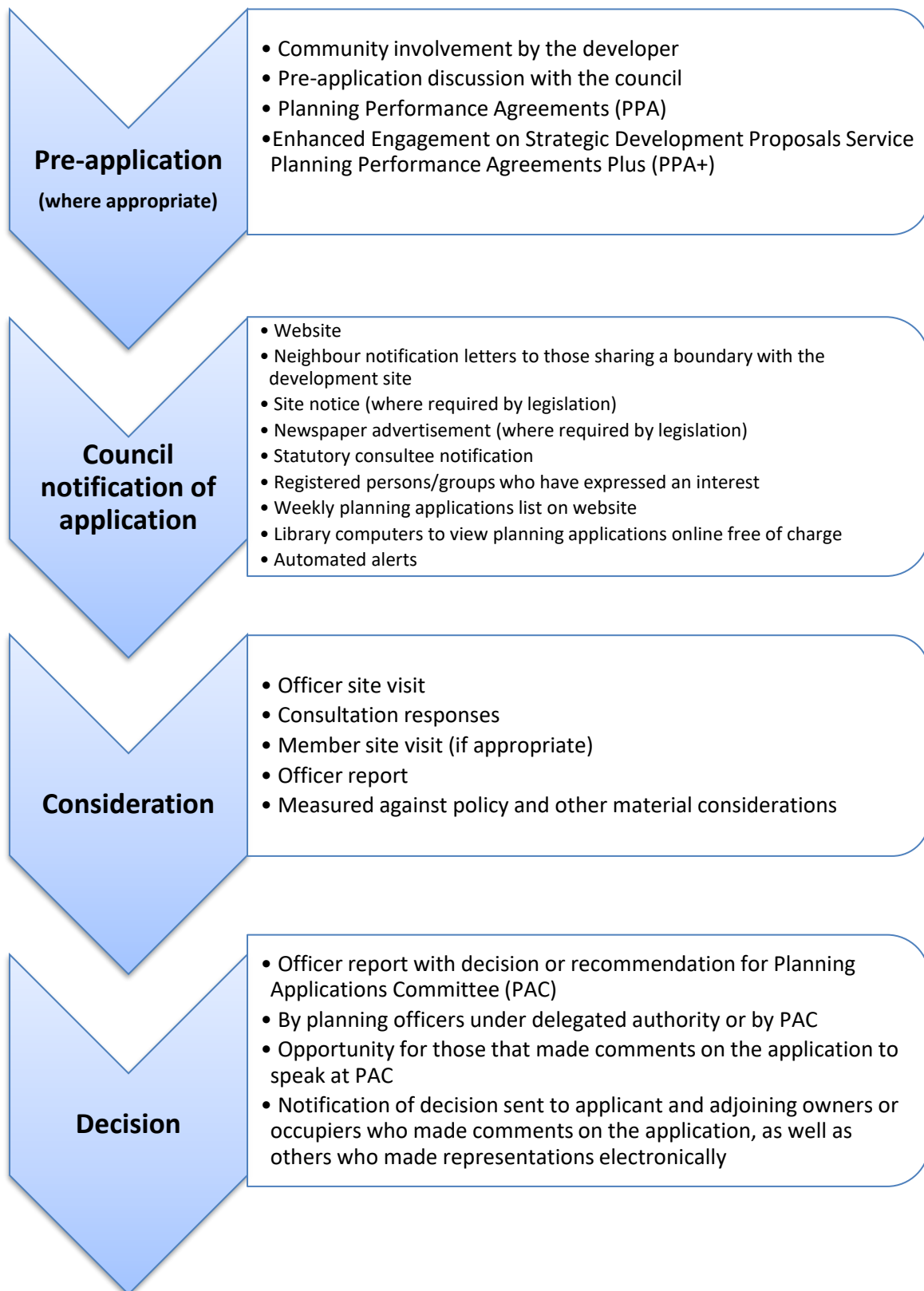
- 4.1 Consultation on planning applications is of great importance especially to the community and other local stakeholders as development proposals are likely to have the most immediate impact on people's environment and day-to-day lives. Figure 2 provides a simplified summary of the planning application process, with further details provided in this section of the SCI.

Pre-application stage

Community involvement by the developer

- 4.2 The council encourages (but cannot insist) applicants to engage with the community and stakeholders before submitting a planning application. The extent of consultation should be proportionate to the nature and scale of development proposed. For development orders (nationally significant infrastructure projects), section 61W of the Town and Country Planning Act 1990 (added by the Localism Act 2011) places a legal duty on developers to consult local communities prior to submitting a planning application. For large scale development proposals, there is no legal requirement to consult with local communities prior to submitting a planning application. However, the National Planning Policy Framework makes clear that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Accordingly, and in the spirit of collaborative working, the council strongly encourages developers to involve the local community from an early stage prior to submitting an application.
- 4.3 Early community involvement should help shape and inform what is appropriate for a site and should therefore be undertaken before proposals are drawn up. Following this further pre-application engagement is encouraged to seek views on the evolving development proposal. Community involvement at this stage may take a variety of forms such as local exhibitions, workshops, public meetings, circulation of leaflets, and/or a dedicated website that allows comments to be made.
- 4.4 Where developers have engaged with the community prior to submitting an application, the council will expect a consultation report to be submitted as part of the planning application. The consultation report should outline the type of community engagement undertaken, the views expressed by the community and how these views have informed the development proposal. Where no changes have been made to the proposal the consultation report should explain why not.
- 4.5 All planning applications of any scale will benefit (if only through improved processing of the application) from early engagement and discussion with neighbours and/or others likely to be affected by the proposed development. The council therefore suggests all applicants enter into some form of discussion with adjoining landowners, occupiers and/or other local groups as appropriate.

Figure 2: Planning applications process



Pre-application discussion with the council

4.6 While the council cannot require developers to engage with the council prior to submitting a planning application; it is strongly encouraged that applicants and their agents make use of the pre-application service that the council offers. Pre-application discussions with the council help in ‘testing the waters’ by providing early indications of the council’s view of a scheme. Discussions are confidential and any advice given is without prejudice to future decisions of the council. Obtaining pre-application advice provides applicants with the following benefits:

- understanding how the council’s policies will be applied to a proposal;
- input from the Design and Conservation, Policy, and Transport Planning and other departments/teams where considered necessary;
- assisting in the preparation of proposals for formal submission, which, if the advice of planning officers is followed, should be handled more quickly and be more likely to result in a positive outcome;
- helping to reduce the time spent in working up the proposal;
- indicating those proposals that are completely unacceptable and helping to improve the quality of the proposed development.

More information on this service, including fees is available on the council [website](#).

Planning Performance Agreements (PPA)

4.7 A PPA (Planning Performance Agreement) is a mechanism which can be entered into in advance of a planning application being submitted. They are run as a project management framework in which applicants can meet with the planning service and other interested parties to agree how a scheme will be progressed through the planning process once submitted. PPAs offer a real opportunity to deliver benefits for developers, the council and communities in terms of a more efficient use of resources, better and more transparent engagement and improved outcomes through early and effective dialogue. More information on PPAs can be found on the council website.

Enhanced Engagement on Strategic Development Proposals Service (PPA+)

4.8 The Enhanced Engagement Service forms part of the PPA+ (Planning Performance Agreement Plus) service. The PPA+ service enables earlier engagement between the developer, ward members, resident and community representatives and planning committee members which is facilitated by Lambeth officers. This more structured approach enables interested parties to genuinely influence and shape the proposals during their evolution in the pre-application period which precedes the submission of the formal planning application. This develops greater shared understanding of the proposals and of local views and aspirations, and ultimately drives up the quality of the development schemes in order that they maximise the beneficial contributions they make to their communities.

- 4.9 The Enhanced Engagement Service (PPA+) falls into 3 stages:
- 1) Ward Member Engagement
 - 2) Meeting with Community Representatives
 - 3) Developer Presentation to Planning Applications Committee
- 4.10 The Enhanced Engagement Service begins with a meeting arranged by Lambeth planning officers for applicants to present their proposals at a conceptual stage to the local ward members. The meeting will be Chaired by one of the ward members, and will involve a summary of the planning context provided by officers followed by a more detailed presentation by the developer. The Chair and fellow ward members provide initial thoughts and feedback on the proposals, setting local objectives and issues, as well as their insight on key community groups to engage as the proposals develop.
- 4.11 The second stage involves a larger meeting with ward members and the developer this time joined by local community representatives. This meeting is hosted and chaired by the ward members, facilitated by council officers. The selected group of community representatives, typically between 6 – 10 in number, then receive a detailed presentation given by the developer with the opportunity to ask questions, feedback and engage the developer on how the scheme could be developed and enhanced. The important points are captured in a letter to the developer written by the planning officers present.
- 4.12 The third stage of the Enhanced Engagement Service involves a presentation of the developing proposals to the Planning Applications Committee. There is an initial presentation by council officers to the committee to introduce the scheme, highlighting the main issues which have been identified in the discussions to-date between the officers, ward members and the community with the developer. This is followed by a more detailed presentation by the developer which explains the scheme and how it is evolving through the local engagement that is taking place. There is the opportunity for members of the Planning Applications Committee to ask questions and provide feedback on aspects of the scheme so that the proposals can continue to be enhanced. This discussion takes place in open forum so that interested parties can observe.
- 4.13 The Enhanced Engagement Service is chargeable to the applicant as part of the overarching PPA+ project management framework. The PPA+ recovery approach enables the council to recover its costs in administering the service and to involve the different parts of the council and its key partners and other stakeholders that have a role in the evolution and development of strategically important development proposals.

The Planning Application Stage

- 4.14 Notification of planning applications will be publicised to meet statutory requirements (see Table 2). All applications will be advertised on the council's planning applications database on the council website. This database allows users to search and view all planning applications, both current and past. Anyone can subscribe for email alerts of planning applications for locations that

would be of interest to them. All development, excluding minor development proposals will be advertised in a local newspaper, every week.

- 4.15 The council will send neighbour notification letters to neighbours sharing a boundary with the development site, for all types of development listed in Table 2. Where required by legislation, the council will erect at least one site notice in a prominent location of the proposed development. Where legislation does not require the council to erect a site notice, the council may ask developers to put up a site notice(s). In these circumstances and where the applicant agrees to erect a site notice, the council will provide a copy of the site notice. Photographic evidence will be required to show this has been done during and at the end of the consultation period. Information on site notices will be as clear and engaging as possible (while meeting statutory requirements); this may include larger font size to attract attention. The Government has introduced temporary regulations to supplement the existing statutory publicity arrangements for planning applications, listed building consent applications and environmental statements for EIA development in response to the coronavirus.

Table 2: Statutory publicity requirements for applications for planning permission and listed building consent

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advertisements	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order	-	X	X	X
Applications subject to EIA which are accompanied by an environmental statement	X	-	X	X
Applications which do not accord with the development plan in force in the area	X	-	X	X
Applications which would affect a right of way to which Part 3a of the Wildlife and Countryside Act 1981 applies	X	-	X	X
Applications for planning permission not covered in the entries above eg non-major development	-	X	-	X
Applications for listed building consent where works to the exterior of the building are proposed	X	-	X	X
Applications to vary or discharge conditions attached to a listed building consent, or involving exterior works to a listed building.	X	-	X	X
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area.	x	-	x	x

Who the council will engage

- 4.16 The council will consult statutory consultees where required by legislation (see Appendix 4 for statutory and non-statutory consultees and instances where they need to be consulted). The council will also reach out to other consultees who are likely to have an interest in the proposed development. Where appropriate this may include local amenity groups, specific interest groups, other non-statutory organisations, and those that have registered to be notified about applications in their area or any other part of the borough they are interested in.

Anyone can respond to a planning consultation regardless of whether they were specifically consulted or not.

Consultation period

- 4.17 The time period for making comments on planning applications will normally be 21 days but there may be occasions where a shorter period is set. Some statutory bodies may be allowed a longer period of time to comment on applications, where this is prescribed by legislation. All forms of notification and engagement will clearly state the closing date by which comments need to be received by the council. Once the consultation period has concluded the council proceeds to determine the planning application. To ensure comments are taken into account it is important to make comments before the statutory deadline. If consultees require more time to comment, they should contact the planning case officer to see if a late submission would be acceptable.

Methods of notification

- 4.18 Where sent, neighbour notification letters will contain additional information on the planning application and consultation process to help keep people informed. The letter will:
- advise neighbours of the application
 - advise how to view the application and how they can comment on the application
 - advise who else has been sent the neighbour notification letter
 - encourage electronic comments by email or via the planning applications database on the council website
 - advise that only electronic comments will receive acknowledgment
 - encourage sign-up to the tracker function on the planning applications database for alerts on progress, including committee meeting date and decision
 - advise that the decision will be published online via the planning applications database.
 - make clear it will be the responsibility of the neighbour/interested party to keep themselves updated on the progress of the planning application via the planning applications database on the Lambeth website.
- 4.19 Applications can be viewed on the council website for free on the library computers. Applications (or part thereof) can be printed from the website at the library at the user's own cost. The weekly planning list is also accessible via the website on the library computers. If it is not possible to

view an application at home or on the library computers, then the planning team can be contacted at planning@lambeth.gov.uk to organise an alternative arrangement.

- 4.20 Specific and other consultees (for example local amenity groups, specific interest groups, other non-statutory organisations and those that have registered to receive alerts on planning applications) will be sent email notification where the council holds a valid email address. Excluding statutory consultees, where the council does not hold a valid email address for recipients, letters will not be posted. Non-statutory groups are encouraged to provide the council with an email address.

Other methods listed in section 1 of this report may be used as appropriate by the council and/or developers.

Comments received

- 4.21 Comments must be made in writing. Verbal comments are not accepted or considered. While comments received electronically via the website or email are preferred; letters are also accepted. Comments received electronically will automatically receive an acknowledgement response and comments will have private information redacted and will then be uploaded to the relevant planning application onto the planning applications database on our website. The automatic response will also advise respondents that the decision will be made available online. Respondents can be alerted to updates on planning applications (eg committee meeting, decision notice) by using the tracker function on the planning applications database.
- 4.22 Comments received by post will not receive an acknowledgement letter or be available for viewing on the website. However, the nature of comments (i.e. support, neutral, or object) will be recorded on the website.
- 4.23 The council does not accept anonymous or confidential comments related to planning applications, and any anonymous or confidential comments received will not be considered when evaluating the application. Under the Local Government (Access to Information) Act 1985, any comments, including names and addresses are open to inspection by the public, and in the event of an appeal may be referred to the Secretary of State.

Amended applications

- 4.24 Where an application has been amended the council will decide whether further publicity and consultation is necessary, taking into account the public interest in the initial application and the nature and scale of the amendment relative to the initial application. Where re-consultation is necessary, the council will set a timeframe for responses, balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making. The consultation timeframe can vary from 10 days to three weeks depending on the nature and scale of the amendment and application.

How a decision is made on planning applications

- 4.25 In evaluating planning applications the case officer and/or elected councillors take into account site visits, all engagement activities and responses received. Site visits are not an opportunity for the public to speak with the case officer and/or elected member. Decisions on applications are made by either planning officers under delegated powers, or by the Planning Applications Committee (PAC). This is largely based on the scale and type of application and is set out in the PAC terms of reference which are approved by full council and can be found in the council's constitution. Under delegated powers, senior planning officers have authority to make decisions to grant or refuse planning permission. These decisions mostly relate to smaller-scale proposals such as alterations to buildings, small extensions to property, conversions or straightforward changes of use, but can include large-scale applications.
- 4.26 Applications to be determined by the Planning Applications Committee:
- Several types of application are determined by the Planning Applications Committee and these are specified in the council's constitution. The council's constitution is available on the council website.
- 4.27 The PAC is open to the public and meets, either in person or online, every two to three weeks. Due to the requirement to comply with guidance on staying at home and away from others or any superseding legislation or guidance, PAC meetings are being conducted online. This will continue whilst legislation or guidance to limit the spread of Covid-19 is in place. This is how applications for major or controversial developments are decided. Elected Councillors decide whether to grant or refuse planning permission for these applications, taking into account public comments received on the application as well as professional and 'expert' opinions. Members of the public can speak or make a representation using an audio recording at the meeting either in favour or in opposition to an application, In order to do this, they must contact Lambeth Democratic Services in advance of the meeting to register their intention to speak to the committee. More information on PAC, including membership, can be found on the council website.
- 4.28 Agendas, minutes and reports for the PAC are made available on the council website five working days before an upcoming committee and the minutes are published online within five working days of agreement at a subsequent committee.
- 4.29 An application may be granted subject to conditions. Such conditions may require further reports to be submitted prior to commencement of works. There is no requirement to consult the public on planning conditions. Likewise, demonstrating compliance with conditions is not an opportunity for public comment. However, should an applicant apply to the council to vary (change) a condition, then this may trigger the need for further public consultation.
- 4.30 Once a decision is made, a decision letter is sent by email (or letter if email is not possible) to the applicant and adjoining owners or occupiers who made comments on the application. Anyone else who made a representation electronically on the application is sent a notification by email of the decision. The decision is also posted on the website.

Prior approvals

- 4.31 The council will consult adjoining neighbours as required by Regulations for all prior approvals. Up-to-date guidance on prior approvals, including neighbour notifications can be found on the planning portal website: www.planningportal.gov.uk

Appeals

- 4.32 If an application is refused or not determined within statutory timeframes, the applicant may exercise their right to appeal. When the council is notified of an appeal by the Planning Inspectorate the council will notify interested parties of the appeal and provide a copy of comments made on the application to the Planning Inspectorate. Interested parties will be advised on how they can participate in the appeal process, including venue and time of any informal hearing or public inquiry.

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APPENDICES

Appendix 1: Consultation Bodies and Duty to Cooperate

Specific Consultation Bodies

The Town and Country Planning (Local Planning) (England) Regulations 2012 define the following bodies as 'specific consultation bodies':

- The Coal Authority
 - The Environment Agency*
 - Historic England (Historic Buildings and Monuments Commission for England)*
 - Marine Management Organisation
 - Natural England*
 - Network Rail Infrastructure Limited
 - Highways England
 - a relevant authority any part of whose area is in or adjoins the local planning authority's area
 - Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- if it exercises functions in any part of the local planning authority's area:
 - a clinical commissioning group established under section 14D of the National Health Service Act 2006(g) or continued in existence by virtue of that sections;
 - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(h)
 - a person to whom a license has been granted under section 7(2) of the Gas Act 1986(a)
 - a sewerage undertaker; and
 - a water undertaker
 - Homes England (b); and
 - The Mayor of London

*The council will also consult as a minimum these bodies on Sustainability Appraisals/Strategic Environment Assessments.

General Consultation Bodies

The Government has defined through the Town and Country Planning (Local Planning) (England) Regulations 2012, General Consultation Bodies as voluntary bodies some or all of whose activities benefit any part of the authority's area and other bodies who represent, in the authority's area, the interests of different racial, ethnic or national groups, different religious groups, disabled persons, and business interests.

The **Lambeth Planning Policy database** contains over 2,100 groups, organisations, companies and individuals from the following categories:

- Non-adjointing Local Planning Authorities
- Advice and information groups
- Amenity groups
- Architects, planners and other professionals
- Black and Minority Ethnic Groups
- Builders
- Community groups
- Conservation and heritage groups
- Developers
- Disability groups
- Education/children/young people's groups
- Elderly groups
- Employment/business interests
- Environmental and ecology groups
- Faith groups
- Health organisations including NHS Trusts
- House builders
- Landowners
- Neighbourhood forums (existing and emerging)
- Police and other emergency services
- Political parties
- Regeneration groups and partnerships
- Registered social landlords
- Rivers and riverside interest groups
- Shopkeepers
- Sport and leisure groups
- Statutory consultees
- Tenants and residents associations
- Town centre partnerships
- Transport groups
- Utility companies
- Women's groups
- Youth Groups

Duty to cooperate bodies

The Town and Country Planning (Local Planning) (England) Regulations 2012 also prescribe duty to cooperate bodies. These bodies are similar to, but not the same as, the specific consultation bodies. Duty to cooperate bodies as defined in the Regulations are:

- Environment Agency;
- Historic Buildings and Monuments Commission for England (known as Historic England);
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes England;
- each clinical commissioning group established under section 14D of the National Health Service Act 2006 or continued in existence by virtue of that section;
- National Health Service Commissioning Board
- Office of Rail Regulation;
- Transport for London;
- each Integrated Transport Authority;
- each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
- Marine Management Organisation.
- neighbouring local authorities plus any other LAs who are affected by anything in our plan
- each local enterprise partnership**
- each local nature partnership**

** Not subject to the requirements of the duty. However, the PPG states that councils are required to have regard to the activities of Local Enterprise Partnerships and Local Nature Partnerships when preparing Local Plans, so long as those activities are relevant to local plan making.

Appendix 2: Engagement methods for different stakeholder groups (planning policy)

Stakeholder group	Consultation and engagement methods that may be used
General public	<ul style="list-style-type: none"> • Summary leaflets at public buildings, including libraries and council offices • Exhibitions • Email updates • Social media • Website • Digital consultation platform • Questionnaire surveys • Local councillors • Public and community events
Lambeth local forums, community groups and networks, including ‘equalities groups’ (black and minority ethnic, faith, disability, young people and older persons groups)	<ul style="list-style-type: none"> • Attending public meetings • Summary leaflets at public buildings, including libraries and council offices • Exhibitions • Email updates • Website • Social media • Workshops/drop-in sessions/focus groups • Digital consultation platform • Questionnaire surveys • Public and community events • Local councillors • Short videos
Tenants’ and residents’ associations	<ul style="list-style-type: none"> • Attending public meetings • Summary leaflets at public buildings, including libraries and council offices • Exhibitions • Email updates • Workshops/drop-in sessions/focus groups • Public and community events • Website Digital consultation platform • Questionnaire surveys • Local councillors
Businesses and business networks	<ul style="list-style-type: none"> • Attending public meetings • Summary leaflets at public buildings, including libraries and council offices • Exhibitions • Email updates • Website • Digital consultation platform • Workshops/drop-in sessions/focus groups • Public meetings • Local councillors • Social media • Local councillors

Stakeholder group	Consultation and engagement methods that may be used
Developers, including registered providers of social housing	<ul style="list-style-type: none"> • Workshops/ drop-in sessions/focus groups • Website • Digital consultation platform • Exhibitions • Email updates • Local councillors
Neighbouring boroughs and other local authorities affected by Lambeth's planning policies	<ul style="list-style-type: none"> • On-going engagement under duty to cooperate with Individual and group meetings • Association of London Borough Planning Officers meetings • Regional Technical Advisory Body (waste) • Website • Digital consultation platform • Public meetings • Exhibitions • Email
Infrastructure and service providers	<ul style="list-style-type: none"> • Engagement meetings and partnership working • Email • Website • Digital consultation platform
Politicians: <ul style="list-style-type: none"> • Cabinet members • Ward councillors • GLA members • Members of Parliament 	<ul style="list-style-type: none"> • Member Steering Group meetings • Cabinet Member Briefings • Ward member briefings • Email • Website • Digital consultation platform • Public meetings
Greater London Authority	<ul style="list-style-type: none"> • Officer level meetings • Website • Digital consultation platform • Public meetings • Emails

Appendix 3: General advice for keeping consultation accessible

The list below sets out considerations to ensure consultation events are accessible. This list should be taken into account for all consultations, whether led by developers, applicants, the council or for neighbourhood planning forums.

Things to consider to ensure consultation is accessible:

- Building that is compliant to meet needs of those with disabilities i.e., with lift, ramps and disabled toilet
- Time of meeting i.e., for those that have medication and hospital appointment, also for those with caring responsibilities and children that will need to leave at certain time to collect or be at home for their arrival
- Signers for those who are deaf or have hearing loss
- Induction loops
- Accessible location that has good transport links
- Buildings that are located in a well lit area if consultation is taking place at night
- Parking for disabled
- Payment for taxis for those with a real need if possible
- If providing refreshments check dietary needs.
- Always provide water
- Handouts and presentations in plain English and alternative formats. Ensure presentation slides do not have complicated backgrounds for those with visual impairments and dyslexia
- Use plain simple English language particularly when providing information about issues.
- Provide translated documents on request
- Provide documents that are available in other formats such as Audiotape and CD's on request
- Communicate consultation as widely as possible and ensure that consultation is advertised in specialist press targeted at groups concerns
- Consider whether it is possible to reimburse carer/childcare cost for those with children or who are carers for older or disabled people

There is a choice of consultation mechanisms:

- Written Consultation
- Open Public Meetings
- Conferences
- Open days
- Representative Groups
- Face to Face Interviews
- Focus Groups
- User Panels
- Resident Panels
- Local Business Panels
- Questionnaire Surveys (paper copies should always be available in paper even if it's an online survey). These could include a response pro-forma, with constructed questions to structure consultation responses and include a section for general comments. This will assist consultees and promote the type of information that is being sought.
- IT Based Consultation
- Consultation via social media
- Through 3rd sector organisations

- Outreach such as door knocking, meeting at a youth club etc.

Appendix 4: Statutory and non-statutory consultees on applications for planning permission and heritage applications.

Table A below lists the statutory consultation requirements for applications for planning permission and for heritage applications as set out in Planning Practice guidance (PPG) website. Additional consultation requirements may be set out elsewhere (for example where Environmental Impact Assessment is relevant). Table B identifies the non-statutory consultees for different types of development.

Table A: Statutory consultees for different types of development as set out in PPG

Statutory consultee	Type of Development
Adjoining landowners	see Article 15 Development Management Procedure Order
Canal and River Trust	see Schedule 4 (za) Development Management Procedure Order
Coal Authority	see Article 26 and Schedule 4 (o) Development Management Procedure Order
Control of major-accident hazards competent authority (COMAH)	see Schedule 4 (zb) Development Management Procedure Order
County Planning Authorities	see Paragraph 7 of Schedule 1 to the Town and Country Planning Act 1990; Article 21 Development Management Procedure Order; Schedule 4 (b) (c) Development Management Procedure Order
Crown Estates Commissioners	see Article 26 Development Management Procedure Order
Department of Energy and Climate Change	see Article 26 Development Management Procedure Order
Environment Agency	see Schedule 4 (p) (t) (u) (v) (zc) (zd) Development Management Procedure Order
Forestry Commission	see Paragraph 4 of Schedule 5 of Town and Country Planning Act 1990
Garden History Society	see Schedule 4 (s) Development Management Procedure Order See also guidance on conserving and enhancing the historic environment (NPPG website)
Greater London Authority	see Mayor of London Order 2008 (as amended)
Health and Safety Executive	see Schedule 4 (e) Development Management Procedure Order See also guidance on hazardous substances

	Advice for local planning authorities on consulting Health and Safety Executive on planning applications is also available (see NPPG website)
Highways Authority	see Schedule 4 (g) (h) (i) (k) (l) (m) (n) Development Management Procedure Order
Highways England	see Schedule 4 (g) (h) (i) Development Management Procedure Order
Historic England	see Schedule 4 (g) (r) (s) Development Management Procedure Order See also guidance on conserving and enhancing the historic environment (NPPG website)
Local Highway Authority	see Schedule 4 (k) (l) (m) (n) Development Management Procedure Order
Local Planning Authorities	see Schedule 4 (b) (c) Development Management Procedure Order
National Parks Authorities	see Schedule 4 (a) Development Management Procedure Order
Natural England	see Schedule 4 (w) (y) (zb) Development Management Procedure Order; Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990
Parish Councils	see Schedule 4 (d) Development Management Procedure Order
Rail Infrastructure Managers	see Article 16 Development Management Procedure Order
Rail Network Operators	see Schedule 4 (j) Development Management Procedure Order
Sport England	see Schedule 4 (z) Development Management Procedure Order
Theatres Trust	see Schedule 4 (x) Development Management Procedure Order
The Ancient Monuments Society	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015
The Council for British Archaeology	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015
The Georgian Group	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015
The Society for the Protection of Ancient Buildings	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015
The Twentieth Century Society	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015

Statement of Community Involvement
October 2020

The Victorian Society	Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015
Toll Road Concessionaries	see Schedule 4 (m) Development Management Procedure Order
Water and sewerage undertakers	see Schedule 4 (zf) Development Management Procedure Order

Table B – Non-statutory consultees for different types of development as identified in national planning policy or guidance

Non statutory consultee	Type of development
Emergency Services and Multi-Agency Emergency Planning	See the guidance on Flooding and Coastal on PPG website.
Forestry Commission and Natural England	See guidance on the Natural Environment on PPG website.
Health and Safety Executive	See the 'deciding planning applications around hazardous installations' guidance on PPG website. See para 36 of the Planning practice guidance for onshore oil and gas.
Ministry of Defence	See guidance for renewable and low carbon energy on PPG website.
Office of Nuclear Regulation	See the 'deciding planning applications around hazardous installations' guidance on PPG website.
Police and Crime Commissioners	See the guidance on design on PPG website.
Rail Network Operators	See the guidance on transport on PPG website.
Sport England	See guidance on Local Green Space Designation on PPG website.
Business Improvement Districts	Designated under The Business Improvement Districts (England) Regulations 2004