

Statement of Community Involvement (SCI)

How to get involved in planning matters/development in Lambeth

Adopted September 2015



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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). 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. The SCI has been prepared in line with the council's commitment of co-operative working practices.
- 1.2 The previous Lambeth SCI was prepared in 2007 and adopted by the council in 2008. It is now out-of-date due to changes in planning legislation. It also needs to be updated to better reflect the more widespread use of technology and the internet by people today and the council's co-operative principles. Similarly the previous SCI is considered outdated in terms of demand on council resources.
- 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 co-operatively with the local community, partners and interested parties;
 - good practice in engaging those with an interest in planning policy and planning applications;
 - appropriate consultation methods;
 - resource implications of community involvement; and
 - minimum standards of consultation as set out in Planning Regulations and additional measures proposed by the council.

Potential engagement methods

- 1.5 The council will have 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 co-operative council principles.

Website

- 1.6 The council website (www.lambeth.gov.uk) includes pages dedicated to planning policy and planning applications. The website contains all borough planning policy documents, including the Local Plan, supplementary planning documents, and policy guidance notes. It

also contains the Local Development Scheme, this Statement of Community Involvement, information on neighbourhood planning and a link to the London Plan.

- 1.7 The planning applications pages 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.
- 1.8 All planning policy and application consultations will be published on the council website.

Electronic communication and email

- 1.9 Due to its minimal resource implication electronic communication and email is the preferred method of notifying and communicating planning consultations, and receiving comments. In recent years email has been an increasingly popular means of communication by consultees to express views or request information. 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 mail boxes 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.

Weekly planning lists

- 1.10 A weekly list of all registered planning applications and decisions taken on planning applications is available to view on the council website.

Libraries

- 1.11 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.

Letters

- 1.12 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

- 1.13 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

- 1.14 Public notices for planning applications, excluding minor development (applications other than applications for major development as defined in Article 2 of the Development Management Procedure Order) are put into local newspapers by the council. This is primarily the Lambeth Weekender, although the South London Press may be used to meet statutory timeframes. 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.
- 1.15 It is no longer a statutory requirement to place a public notice in the local paper to advertise planning policy documents but the council may consider placing notices for major consultation and for major formal stages of document preparation for example publicising formal submission of a plan to the secretary of state, or final plan adoption. Articles in the Lambeth Weekender (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.

Summary leaflets/newsletters

- 1.16 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. The council may consider use of leaflets and newsletters in future consultations.

Posters

- 1.17 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

- 1.18 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.

Public meetings

- 1.19 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. 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.

Workshops/ drop-in sessions/ focus groups

- 1.20 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. They can be a good way of engaging with harder to reach groups, particularly through 'piggy backing' on existing meetings (otherwise known as 'mole' events). This is also consistent with co-operative 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.
- 1.21 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

- 1.22 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. 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 harder to reach people, however; on-street surveys are resource intensive and costly.

Public and community events

- 1.23 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 co-operative council using community partners to help deliver consultations will be encouraged where appropriate.

Local councillors

- 1.24 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.

Social media

- 1.25 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 use social media to promote consultations more regularly in the future as resources and familiarity with the medium permit.

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 contains the policies against which planning applications in Lambeth are determined. These two documents constitute the current statutory development plan for the borough.
- 2.3 In March 2012, the coalition government published the National Planning Policy Framework (NPPF) which replaced almost all existing national planning policy and guidance. The NPPF requires Local Plan policies to be up-to-date to ensure that local planning authorities are well placed in relation to the new presumption in favour of sustainable development.
- 2.4 In order to comply with the NPPF, the council prepared a new Local Plan for Lambeth and this was adopted in September 2015.
- 2.5 The Greater London Authority adopted its Further Alterations to the London Plan 2011 (FALP) in March 2015. These Further Alterations introduce new London-wide and borough-level housing targets and new borough-level waste apportionments. In order to address the implications of these for Lambeth, the council is undertaking an immediate early review of the Lambeth Local Plan.
- 2.6 The Local Plan covers a fifteen year period. The Local Plan plus the London Plan form the new statutory development plan for the borough. 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 forthcoming neighbourhood plans) are the starting-point for considering whether applications can be approved.
- 2.7 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.

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).

Non-statutory planning policy documents

Supplementary Planning Documents

- 2.10 The council may also produce non-statutory planning documents such as supplementary planning documents. These do not have development plan status and therefore are not subject to independent examination like statutory documents such as the local plan. Supplementary planning documents can be prepared by the council to expand policy or provide further details to 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. 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 councils co-operative working ethos, as set out in this SCI. Where appropriate the council will encourage community partners to help deliver consultations.

Harder to reach groups

- 2.14 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 those that are harder to reach. The latter include young people, black and ethnic minority groups, faith groups, lesbian, bisexual, gay and transgender groups, disability groups, Asian women and gypsies and travellers. Particular efforts will be made to reach these groups. The council has identified a number of highly active networks and voluntary organisations which represent the views of people identifying with these groups. The details of these groups are on the council's consultation database.
- 2.15 Specific efforts will be made to involve schools and youth organisations through Lambeth Youth Council, residents through the Leaseholder and Tenants Councils and other groups and forums. More outreach methods, such as 'mole events' (piggy-backing on existing events) will be used in reaching groups not normally involved in planning.
- 2.16 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.

Duty to co-operate

- 2.17 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

- 2.18 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. The National Planning Policy Framework states that early and meaningful engagement with neighbourhoods, local organisations and businesses is essential. 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 harder to reach groups). 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.
- 2.19 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 2.20).

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

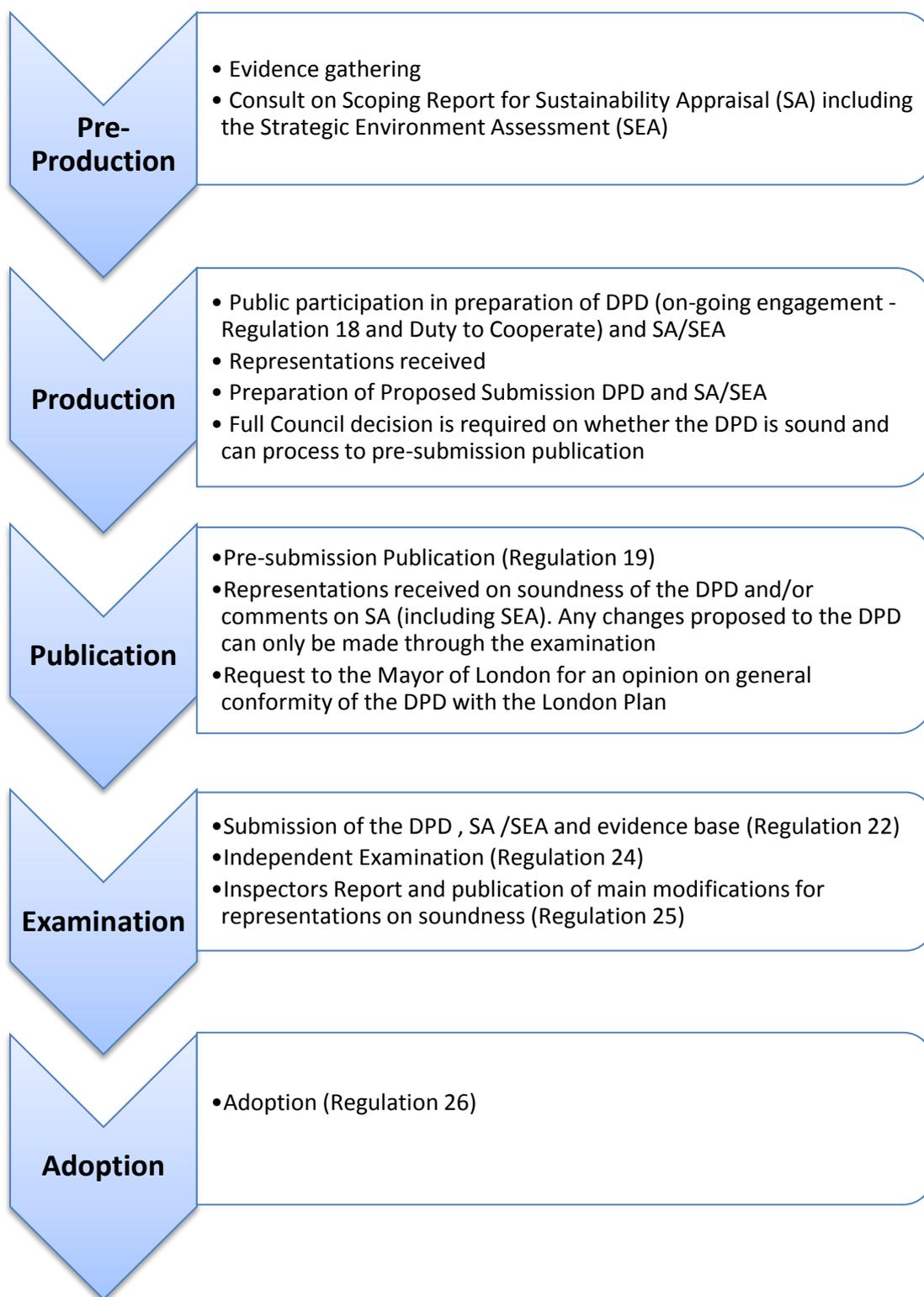


Table 1: Consultation methods informing different stages of plan preparation

Stage of document preparation	Consultation arrangements	Regulation	Nature of input and Outcomes
<p>Stage 1 pre-production/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>	<p>Regulation 18</p>	<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
	<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. 		
	<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. - 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 - ‘Mole event’ attendance - Social media 		

	- 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). 	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
	<p>Optional measures</p> <ul style="list-style-type: none"> - Minimum 6 weeks consultation period - 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 - 'mole event' attendance - staff drop-in sessions - Exhibitions - Email updates - Social media - Use of methods outlined in Appendix 2 		
<p>Stage 3 Pre-submission Publication</p> <p>Six-week publication</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 	Regulations 19, 20, 21	Formal opportunity for anyone to comment on the soundness of the Plan (restricted to tests of soundness only):

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<p>period for those dissatisfied or satisfied with the local plan to make formal representations to the inspector about the soundness of the plan.</p>	<ul style="list-style-type: none"> - 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 style="background-color: #cccccc; margin: 5px 0;">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 		<ul style="list-style-type: none"> • Positively prepared • Justified • Effective • Consistent with national policy <p>This is <u>not</u> a consultation opportunity to make changes / provide comments on the contents of the plan. 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.
<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</p>	<p style="background-color: #cccccc; margin: 0 0 5px 0;">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 	<p>Regulation 22</p>	

<p>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>the plan and supporting documents are available:</p> <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. <ul style="list-style-type: none"> - 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 		
<p>Stage 5 Independent Examination</p> <p>An examination in public (hearing) may be held where an independent planning inspector will assess whether the document has been prepared in accordance with the Duty to Cooperate and whether the plan is sound.</p> <p>The inspector may recommend proposed 'main modifications' to the plan to ensure its soundness and legal compliance if asked to do so by the council.</p> <p>Additional modifications</p>	<p>Legal requirements</p> <ul style="list-style-type: none"> - At least 6 weeks before the public hearing, publish on the council's 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). 	<p>Regulation 24 Regulation 19</p>	<p><u>Pre-examination</u></p> <p>During the 6 week period prior to the examination 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 at the examination in public.</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>

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<p>may also be made to improve its clarity or make factual corrections. Main modifications will be advertised with a minimum 6 week period.</p>	<ul style="list-style-type: none"> - published on the council website. 		<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>
<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>Regulation 25</p>	<p>Opportunity for those that wished to be notified of the inspector’s recommendations to view the recommendations.</p>
	<p>Optional measures</p> <ul style="list-style-type: none"> - Issue press release - Article in local paper. 		
<p>Stage 7 Adoption of local plan</p> <p>The plan is amended in response to the inspectors 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>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>
	<p>Optional measures</p> <ul style="list-style-type: none"> - Place ad in local paper - Article in local paper 		

Community involvement in preparing Supplementary Planning Documents

- 2.20 As Supplementary Planning Documents (SPDs) do not have development plan status they are not subject to the same process of submission and independent examination. 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 consultation period will involve at least one round of engagement with a minimum consultation period of four weeks. Following consideration of responses and amendments to the SPD as appropriate, the SPD would then be adopted by the council. In line with Local Planning Regulations, 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. An adoption statement will also be prepared and made available to view, together with the SPD as soon as reasonably practicable following adoption.

Reporting Back

- 2.21 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 councils 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.
- 2.22 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.
- 2.23 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.

CONSULTING OTHERS ON PLANNING APPLICATIONS

3. CONSULTING OTHERS ON PLANNING APPLICATIONS

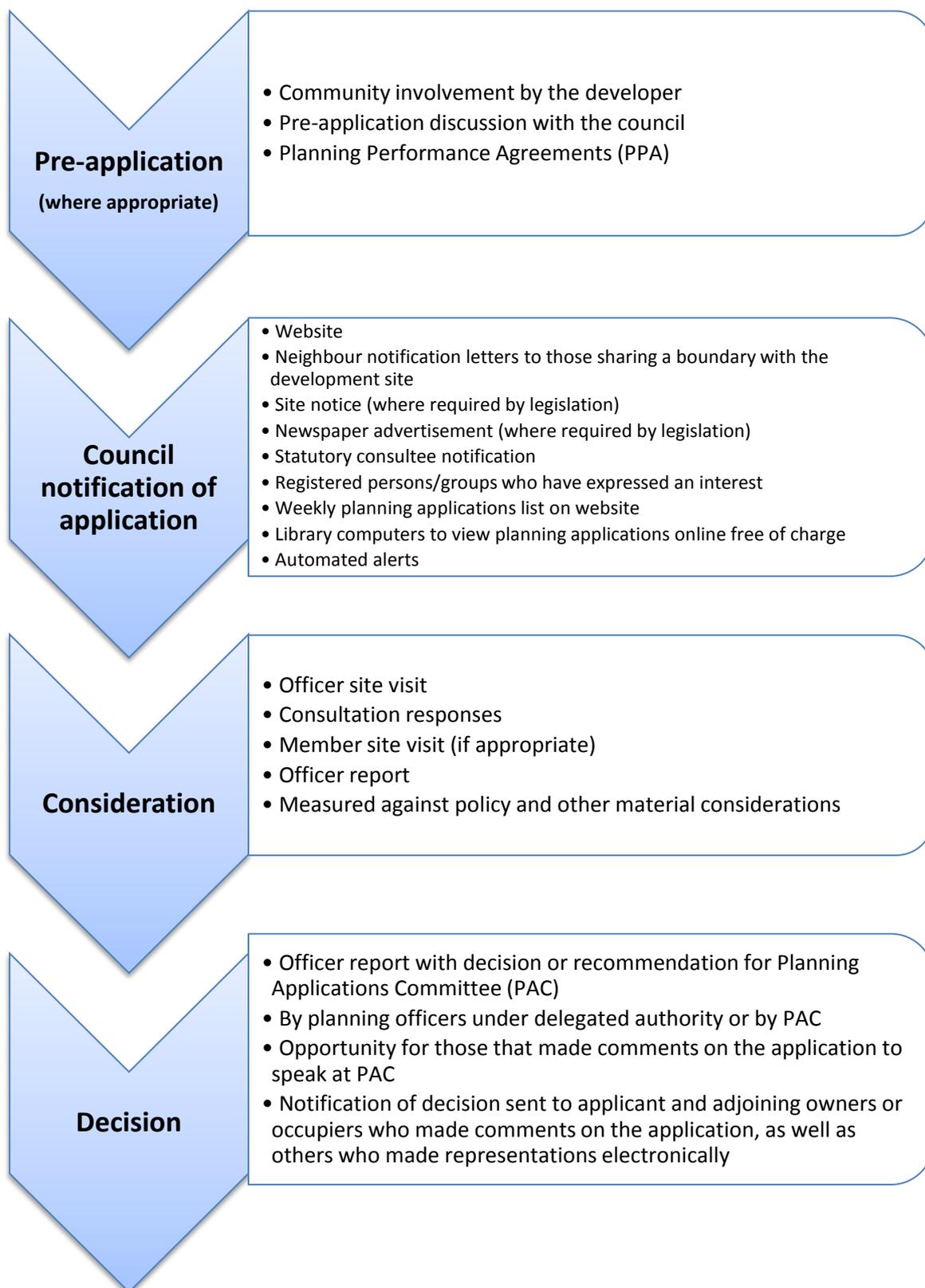
- 3.1 Consultation on planning applications is of great importance especially to the community and other local stakeholders as development proposals are likely to have the most immediate impact on people's environment and day-to-day lives. Figure 2 provides a simplified summary of the planning application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

Pre-application stage

Community involvement by the developer

- 3.2 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, and that the more issues that can be resolved at pre-application stage, the greater the benefits. Accordingly and in the spirit of co-operative working, the council strongly encourages developers to involve the local community from an early stage prior to submitting an application.
- 3.3 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.
- 3.4 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.
- 3.5 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

- 3.6 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)

- 3.7 A PPA 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.

The Planning Application Stage

- 3.8 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, but excluding minor development proposals will be advertised in the Lambeth Weekender, a fortnightly paper (or equivalent). If required, applications may be advertised in the South London Press, a bi-weekly local paper covering the boroughs of Lambeth, Wandsworth, Southwark, Lewisham, Merton and Greenwich.
- 3.9 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.

Table 2: Statutory consultation requirements for planning applications

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 conservation area consent, or involving exterior works to a listed building.	X		X	X

Who the council will engage

- 3.10 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 neighbours, 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

- 3.11 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

- 3.12 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.
- 3.13 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 users own cost. The weekly planning list is also accessible via the website on the library computers.
- 3.14 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

- 3.15 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 be automatically 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.
- 3.16 Comments received by post will not receive an acknowledgement letter or be available for viewing on the website. However the nature of comments (ie support, neutral, or object) will be recorded on the website.
- 3.17 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

- 3.18 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

- 3.19 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.

- 3.20 Applications to be determined by the Planning Applications Committee:
- (1) Applications, other than applications made under S73 of the Town and Country Planning Act 1990*, which are recommended for approval where the application falls within one of the following:
 - (i) The provision of dwelling houses where -
 - (a) The number of dwelling houses to be provided is 10 or more; or
 - (b) The development is to be carried out on a site having an area of 0.5 hectare or more.
 - (ii) The provision of a building or buildings where the floor space to be created including changes of use, by the development is 1,000 square metres or more; or
 - (iii) Development carried out on a site having an area of 1 hectare or more.
 - (2) Applications which are recommended for approval where an objection to the current proposal has been received which is based on material planning grounds, other than those applications where, in the opinion of the Delivery Director - Business, Growth & Regeneration and Assistant Director of Planning and Development:
 - (i) The objection can be overcome by the imposition of an appropriate condition, and/or
 - (ii) Where the application clearly complies with the relevant planning policies in which case the decision may be taken by officers.
 - (3) Applications which the Delivery Director – Business, Growth and Regeneration or Assistant Director of Planning and Development wishes to refer to committee.
 - (4) Any application where a specific written request is made by any Member of the Council for the case to be reported to the Committee where in the opinion of the Chair (in consultation with the Assistant Director of Planning and Development) there is a material planning reason for doing so.
 - (5) Applications made by the Council for development of land in its ownership that the Council intends to dispose of to a third party.
 - (6) Applications which have been submitted by or on behalf of a Member of the Council (or by their spouse or partner) or by a member of the Council's staff (or by their spouse or partner).
 - (7) Applications for the total or substantial demolition of a listed building.
 - (8) Applications recommended for approval where it is proposed to grant permission for a change of use to Class A5 (Hot Food Takeaways), as set out in the Town and Country Planning (Use Classes) Order 1987.
 - (9) Applications which are recommended for approval where it is proposed to grant permission for a proposal which is a significant departure from the policies of the Council's UDP.
 - (10) To authorise, release or modify agreements and undertakings under Section 106 of the Town and Country Planning Act 1990, Section 16 of the GLC (General Powers) Act 1974, Section 278 of the

Highways Act 1980 and Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 which in the opinion of the Delivery Director - Business, Growth & Regeneration or the Assistant Director of Planning and Development relate to developments which come within paragraph 1 above, but only when a written request is made by a member of the committee or ward member, and where such request is agreed by the Chair of the committee (in consultation with the Assistant Director of Planning and Development) that there is a material planning reason for doing so.

* An application can be made under section 73 of the Town and Country Planning Act 1990 to vary or remove conditions associated with a planning permission.

Please note: the substance of para 3.20 has been agreed by full council and is part of the council constitution. It does need updating in some parts (for example to reflect adoption of the Local Plan) however any changes to the above text require a change to the council constitution.

- 3.21 The PAC is open to the public and meets every two to three weeks. 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 at the meeting either in favour or in opposition to an application, but, to do so, 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.
- 3.22 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.
- 3.23 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.
- 3.24 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

- 3.25 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

- 3.26 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.

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 Primary Care Trust established under section 18 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
 - the Homes and Communities Agency (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 2,500 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 and Communities Agency;
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
- 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 NPPG 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"> • Online information and questionnaire on LBL website Press releases and adverts • Articles in council publications • Summary leaflets at public buildings, including libraries and council offices • Surveys • Staffed drop-in sessions • Exhibitions • Email updates • Twitter and council's facebook page • Virtual citizen and/or expert panel
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"> • Consultation mailout, including summary leaflets and questionnaires • Written responses • Stakeholder workshops • 'Mole' events – attending public meetings • Press releases and adverts • Articles in council publications • Summary leaflets at public buildings, including libraries and council offices • Surveys • Staffed drop-in sessions • Exhibitions • Email updates • Twitter and council's facebook page • Virtual citizen and/or expert panel
Tenants' and residents' associations	<ul style="list-style-type: none"> • Consultation mailout, including summary leaflets and questionnaires • Written responses • Stakeholder workshops • 'Mole' events – attending public meetings • Press releases and adverts • Articles in council publications • Summary leaflets at public buildings, including libraries and council offices • Surveys • Staffed drop-in sessions • Exhibitions • Email updates • Twitter and council's facebook page • Virtual citizen and/or expert panel
Businesses and business networks	<ul style="list-style-type: none"> • Consultation mailout, including summary leaflets and questionnaires • Written responses • Stakeholder workshops • 'Mole' events – attending public meetings • Press releases and adverts • Articles in council publications • Summary leaflets at public buildings, including libraries and council offices • Staffed drop-in sessions • Exhibitions • Email updates • Twitter and council's facebook page • Virtual citizen and/or expert panel

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Stakeholder group	Consultation and engagement methods that may be used
Developers, including registered providers of social housing	<ul style="list-style-type: none"> • Workshop • Written responses • Individual meetings • Virtual citizen and/or expert panel
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) • Written responses
Infrastructure and service providers	<ul style="list-style-type: none"> • Written response (as specific consultation bodies) • Engagement meetings and partnership working
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 • emails • Consultation mailout
Greater London Authority	<ul style="list-style-type: none"> • Officer level meetings • Written response

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 its 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

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- Through 3rd sector organisations
- Outreach such as door knocking, meeting at a youth club etc.

Useful links

The link below provides guidance on different ways to consult. It also informs when a particular method is more appropriate and considers the pro's and con's and potential cost of each method.

<http://www.idea.gov.uk/idk/search/system-search.do>

The link below provide guidance on practical ways to engage your community

http://www.local.gov.uk/web/guest/localism-act/-/journal_content/56/10171/3510950/ARTICLE-TEMPLATE#contents-5

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 the National Planning Policy Guidance (NPPG) 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 NPPG

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

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	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
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 NPPG website.
Forestry Commission	See guidance on the Natural Environment on NPPG website.
Health and Safety Executive	See the 'deciding planning applications around hazardous installations' guidance on NPPG 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 NPPG website.
Office of Nuclear Regulation	See the 'deciding planning applications around hazardous installations' guidance on NPPG website.
Police and Crime Commissioners	See the guidance on design on NPPG website.
Rail Network Operators	See the guidance on transport on NPPG website.
Sport England	See guidance on Local Green Space Designation on NPPG website.
Business Improvement Districts	Designated under The Business Improvement Districts (England) Regulations 2004