APPENDIX 2

Southwark Council
southwark.gov.uk

STATEMENT OF COMMUNITY INVOLVEMENT

OCTOBER 2024

HOW TO FIND OUT ABOUT PLANNING

How To Find Out About Planning Applications

1. Create an account on the **Planning Register**
2. Select 'advanced search'
3. Under 'application' details, select the types of application or areas that you are interested in. For example: Select Ward - "Peckham Rye"; Select Type of Application - "Prior Approval".
4. Select 'search' (this will present you with all applications that fit your search criteria, present and historic)
5. Select 'save search'
6. Under 'saved search options', check the box next to 'notify me via email about new search results' and then 'save'

If you are interested in following the progress of a specific planning application, you can 'track' the application. Whenever one of your tracked applications is modified or decided, you will receive an email notification. You can stop tracking an application at any time by removing it from your Tracked Applications list.

Southwark Maps

All current and historic planning applications can be found on Southwark Maps.

1. Follow this link to Southwark Maps
2. Select 'Planning applications and appeals' layer
3. Search for the address you are interested in

How to Find Out about Plan-Making

An email will be sent to you via MySouthwark when a plan or policy document goes out to public consultation. The email will provide information on how to register comments for the consultation and the date when these comments need to be received.

How to set up a MySouthwark account:

1. Follow this link
2. Click the green 'Register' button
3. Follow the five simple steps to create your account
4. Make sure to select 'Planning Policy Consultations' on step 4 to receive plan-making updates

FOREWORD

Southwark is a place of fast-paced change. In just one generation, a neighbourhood can undergo a complete transformation. This change can bring vibrancy and excitement but only when residents are part of the process.

The Statement for Community Involvement (SCI) and Development Consultation Charter (DCC) set out clear standards for consultation and engagement. Written in plain English and publicly available, residents can use these documents to find out exactly what they can expect from the Council and the developers.

- Who should be consulted?
- When should they be consulted?
- How should they be consulted?

When development is on the horizon, these are the questions that residents and community groups so often ask, and so justifiably. The Statement for Community Involvement and Development Consultation Charter provide the answers.

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HOW TO USE THIS DOCUMENT

1. Use the Contents Page to navigate the document.
2. Click words underlined in Blue to see further information on our website.
3. You can use the 'Return to Table of Contents' button at the bottom of every page to return to this page.

WHAT IS THE STATEMENT OF COMMUNITY INVOLVEMENT?

What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how the Council will involve everyone in planning. If you want to be involved in the change to places in Southwark then you need to know about our planning documents and planning applications. If you engage with us then you can influence place-making and make a difference.

There are many different types of planning documents and planning applications. The Statement of Community Involvement is a simple guide to how you can find out about each one. This includes when you can contribute by being involved or providing your comments.

The best way to keep up to date is to sign up to be consulted on new planning documents and planning applications.

Southwark is a young, growing and diverse inner London borough where the community speaks over 120 languages and the diversity of backgrounds includes over a quarter of people who are Black and a third who are Asian or other minority ethnicities. This means that we need to think about all of the different ways to let everyone know about the changes to Southwark that might happen when the Council is preparing planning documents and making decisions on planning applications. We set out how we do this on the next page where we talk about Southwark's approach to community engagement on planning.

Southwark's diversity gives us the opportunity to promote equalities (meeting demands on us by the Equality Act and Public Sector Equality Duty[1]). This will make sure that our conversations come from a wide range of perspectives and different needs to make sure that our planning actions are built on trust. We will use all of this feedback along with our research and data to consider how people will be impacted by any proposal. You can see all comments and other information that will be considered by Councillors when they are making decisions on planning documents and applications in the Equality Impact Assessment. This is part of the pack of information provided five days before the meeting making the decision.

1 The Public Sector Equality Duty (PSED) was created under the Equality Act 2010. The purpose is to integrate the consideration of equality into the decision-making of public authorities. It requires public authorities to consider:

- The need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- The need to advance equality of opportunity between persons sharing a relevant protected characteristic and those who do not share it.
- The need to foster good relations between persons who share a relevant protected characteristic and those who do not share it.
- This involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

SOUTHWARK'S APPROACH TO COMMUNITY ENGAGEMENT IN PLANNING

Built on Trust
We consult on plan-making and planning applications in a clear and consistent way that is easily understood by our residents.

Reflective
We review the Statement of Community Involvement regularly to ensure that it responds to the needs of our communities.

Responsive
We provide feedback on policy documents in the 'You Said, We Did' format. Planning officers will be available for queries on planning applications.

Clear and Informative
We provide consultation materials that are clear and to the point. We ensure access to consultations are clear and straightforward.

Evidence Based
We only put forward policy or development proposals founded on transparent justification that will be made available on the Council's website.

Proportionate
We ensure that the level of engagement that takes place is proportionate to the nature and scale of the document or application that is being consulted on.

Timely
We provide the necessary information at the earliest possible stage so that the community can be fully informed before engaging with consultation. We consult the public and are clear on the time frames for submitting responses.

Inclusive
We engage with as many people as possible to reflect our diverse community. We ensure that the events we hold respond to people's different needs to enable wide participation.

Simple and Accessible
We ensure that all consultation materials are provided in plain English and that consultation events are available and accessible to all.

Collaborative
We work collaboratively with our residents and community groups throughout the plan-making process by using a variety of inclusive consultation

INFORMATION ABOUT PLANNING APPLICATIONS

There are many different types of planning application. Generally, we will put up a Site Notice and send a Neighbour Notification Letter, but for some smaller applications we may do one or the other.

Look on the Planning Register to find out information about planning applications.

Application Type	Site Notice	Neighbour Notification Letter	Press Notice
Applications subject to an Environmental Impact Assessment that are accompanied by an Environmental Statement	✓	✓	✓
Major Applications	✓	✓	✓
Reserved Matters (for outline permission)	✓	✓	-
Minor development	✓*		-
Minor Material Amendments	✓*		-
Householder	✓*		-
Advertisement Control	✓*		-
Prior Approval	✓*		-
Listed Building Consent	✓ * (if external works)		✓
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area	✓*		✓

(*Either a Site Notice or a Neighbour Notification Letter will be sent. We may use both methods of notification.)

INFORMATION ABOUT PLANNING APPLICATIONS

Application Type	Site Notice	Neighbour Notification Letter	Press Notice
Applications that department or do not accord with the development plan (including an application for public service infrastructure development made on or after 1st August 2021)	✓*		✓
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies (including an application for public service infrastructure development made on or after 1st August 2021)	✓*		✓
Non-Material Amendments	No statutory requirement for public consultation.		
Lawful Development Certficate	No statutory requirement for public consultation.		
Approval/Discharge of Conditions	No statutory requirement for public consultation.		

(*Either a Site Notice or a Neighbour Notification Letter will be sent. We may use both methods of notification.)

Who Qualifies as a 'Neighbour' for the Purposes of a Notification Letter?

- For all application types, neighbours are people who live immediately next to the application site.
- For major applications, this will also include people who live or work within approximately 100m of the application site, or further where we think it is appropriate depending on the size of development.

HOW TO COMMENT ON PLANNING APPLICATIONS

1. Before the application is submitted

We will:
Require applicants to consult with the community. For major applications, this must be in line with the requirements of the Development Consultation Charter.

We may enourage applicants to:
Liaise with Tenants Resident Associations, Neighbourhood Forums, and local community groups.

2. Once the application is submitted

We will:
Make planning applications and supporting documents available online on the planning register.

Consult on planning applications as set out in law and this document.

Ensure developers carry out the requirements set out in the Developer Consultation Charter.

Where appropriate, we will:
Display a planning notice near the application site.

Post letters to neighbours adjoining the application site.

Publish a press notice.

Consult with other relevant organisations.

3. During the determination process

We will:
Allow public and statutory consultees 21 days to respond to a consultation on an application and 30 days to respond to a consultation where an Environmental Impact Assessment is part of the application.

Take into consideration any consultation responses as part of the officer or committee report.

Take into account any relevant material considerations, such as impact on neighbours or design quality.

We will not directly respond to individual representations received on each case. You will be notified of progress on an application if you sign up to track an application on the planning register.

Where appropriate, we will:
Reconsult on an amended planning application for 14 days if there is a 'material' change to the original application.

4. When we make a decision

We will:
Publish the decision notice and officer or committee report on the planning register.

Clearly outline recommended reasons for approval or refusal in the officer or committee report.

Email the applicant with the decision notice.

Publish any relevant appeal documents or decisions on our website. The Planning Inspectorate (PINS) website will also publish documents.

Monitor the developer consultation process as set out in the Development Consultation Charter.

HOW TO SIGN UP FOR NOTIFICATIONS ON PLANNING APPLICATIONS

Planning Register
If you want to recieve alerts about planning applications:

1. Create an account on the **Planning Register**
2. Select 'advanced search'
3. Under 'application details' select criteria that are important to you. For example, this could be a ward such as 'Peckham Rye' or the area as well as a certain type of application such as 'prior approval'.
4. Select 'search' (this will present you with all applications that fit your search criteria, present and historic)
5. Select 'save search'
6. Under 'saved search options', check the box next to 'notify me via email about new search results' and then 'save'.

If you are interested in following the progress of a specific planning application, you can 'track' the application. Whenever one of your tracked applications is modified or decided, you will receive an email notification. You can stop tracking an application at any time by removing it from your Tracked Applications list.

Southwark Maps
All current and historic planning applications can be found on Southwark Maps:

1. Follow this link to Southwark Maps
2. Select 'Planning applications and appeals' layer
3. Search for the address you are interested in

HOW TO SUBMIT YOUR COMMENTS

1. On our Planning Register

The best way to submit your comments on a planning application is using the Council's planning register during the consultation period.

How to submit comments using the planning register:

1. Follow this link
2. Search the address or application number of planning application you want to comment on
3. Click make a comment
4. Complete form

2. Letters and Emails

Alternatively, you can send us your comments by email or letter.

Please email comments to the case officer or to: planning.applications@southwark.gov.uk

Post letters to:

Planning Division
Southwark Council,
PO BOX 645529
London SE1P 5LX

3. Libraries and MySouthwark Service Points

Applications can also be viewed on computers that are available at local libraries or My Southwark Service Points if you do not have internet access. Staff will be available to help you do this.

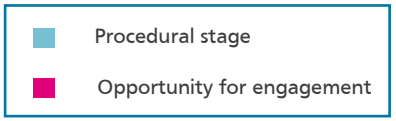
How to submit your comments

Consultation responses can support, object or suggest amendments to the proposed development. When making a decision, the Council is only able to consider factors that are 'material planning considerations'. Here are some examples:

- Design and size of the development
- Land use
- Traffic generation and parking
- Nuisance and noise
- Whether the design fits in with the character of the area
- Amenity, daylight and privacy
- Compliance with planning policy and guidance
- Changes to the development to make sure the community has been taken into account
- Any other relevant material planning or environmental issues

Any written comment you make about an application must be placed on the planning register by law. This means that your comment will be published on our website. We will remove any personal information or inappropriate language. Anonymous and 'in confidence' comments will not usually be considered.

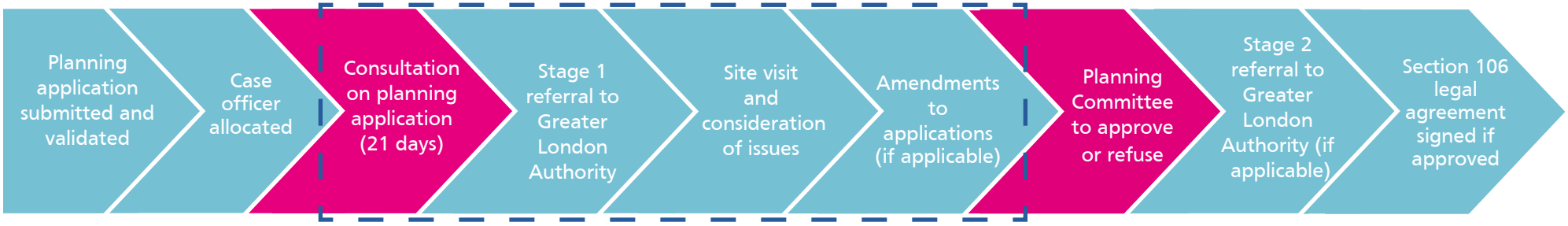
CONSULTATION ON PLANNING APPLICATIONS



Minor planning applications

This process is repeated if necessary for 14 days if there is a 'material' change to the original application.

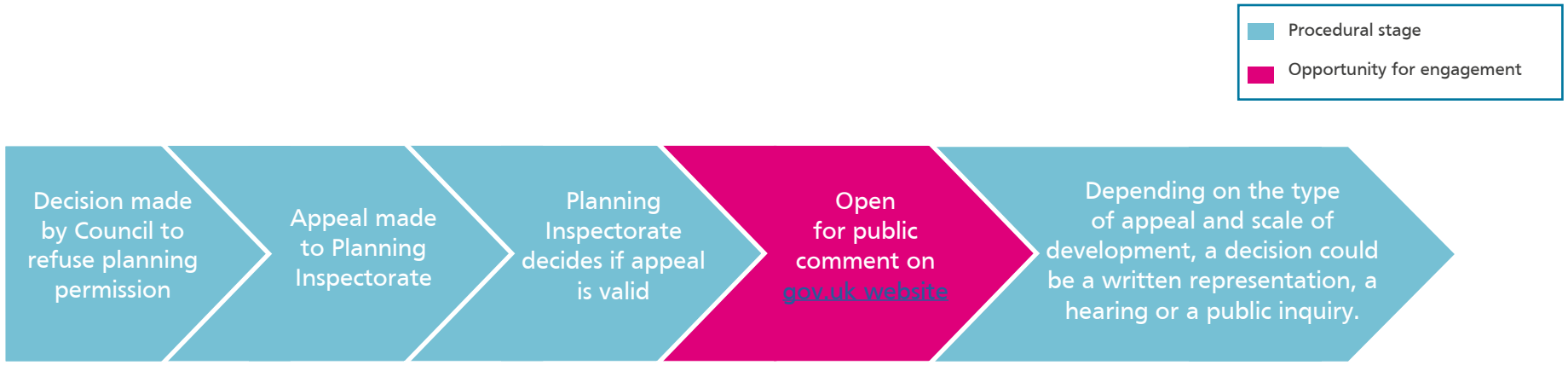
Major planning applications



There is reconsultation for 14 days if there is a 'material' change to the original application, or 30 days where an Environmental Impact Assessment is part of the application.

PLANNING APPEALS

If a planning application is refused by the Council, the applicant can change the scheme and submit a new planning application or submit an appeal. Decisions on appeals are made by the Planning Inspectorate (PINS) who can either overturn the Council's decision or accept the Council's decision and dismiss the appeal. The Planning Inspectorate is an independent government body. Appeals can only be made by applicants.



Getting involved

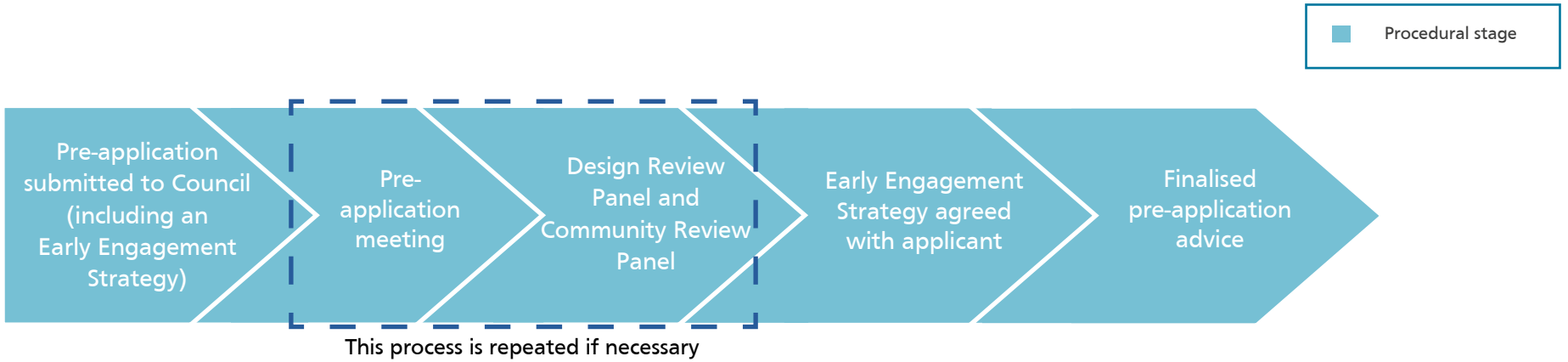
Written Representations

Most planning appeals are decided by written representations. The Planning Inspector considers written evidence from the applicant, the Council and any member of the public who has an interest in the appeal.

If you were consulted or made comments on the planning application then you will be emailed by the Council within five days for further comments and you will then need to respond within five weeks.

If you want futher information please look on the Planning Inspectorate's website.

PRE-APPLICATIONS



Pre-application advice for planning applications

The Council provides advice for developers before they apply for planning permission. This is informal and so the conversations are not published on the planning register and the public are not consulted by the Council until a relevant application is received. Information about how we expect the developer to consult at this stage can be found in the Development Consultation Charter. This includes an Early Engagement Strategy for major developments.

HOW TO COMMENT ON PLAN-MAKING

We want to hear what you support and how you think plans could be different. We will consult for at least six weeks on all of the documents.

1. On Our Consultation Hub	2. By email	3. By letter
It is quickest and easiest to send us your comments via our Consultation Hub	Please email comments to: planningpolicy@southwark.gov.uk	Post letters to: Planning and Growth, Southwark Council, PO BOX 645529 London SE1P 5LX

How to find out about plan-making

We will publicise new consultations in the following ways:

- **Press notice**

We will place a notice in Southwark News, a local newspaper.

- **Emails to our mailing list**

Further information on how to sign up to the mailing list via MySouthwark is on page 2. We have over 27,000 people on our mailing list. This includes neighbouring boroughs and statutory consultees.

- **Hard copy**

A hard copy of the plan will be available at 160 Tooley Street (the Council's offices). Alternative arrangements will be made during exceptional circumstances.

- **Social media**

We will send out regular updates and reminders using the Council's social media pages when a consultation is open.

- **Council website**

The plan and all supporting documents will be available to view or download on the Council's website.

- **Consultation posters**

We will put up posters in all Southwark libraries. Assistance is available in libraries to those who need help making a comment on a plan online.

How will we respond to your feedback?

We consider all responses and produce a Consultation Report that highlights the changes we have made to the document following consultation. We report back on consultations in a 'You Said/We Did' format.

Where can I find a consultation report?

The report and all comments received are available on our website. We will send you a link to where you can find this report through MySouthwark.

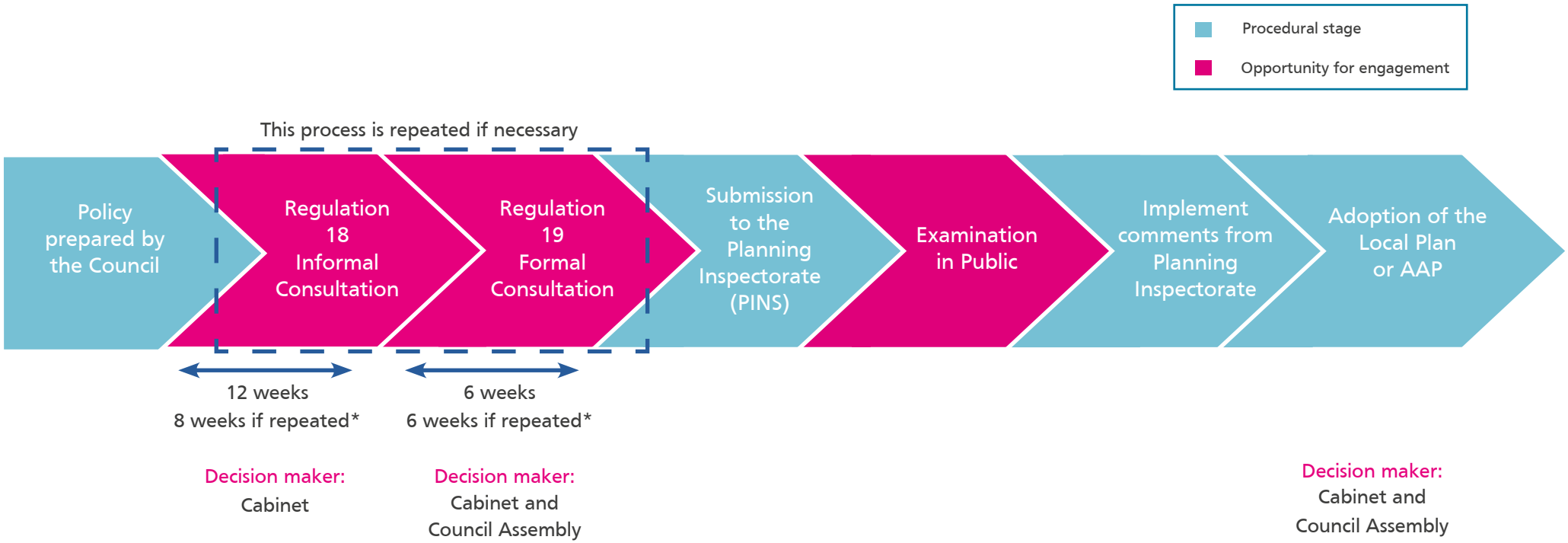
CONSULTATION ON THE LOCAL PLAN AND AREA ACTION PLANS

Getting involved

The Southwark Plan (2022) sets out how we want development to change Southwark. It sets out site allocations, area visions and policies that are used to determine planning applications.

Process of Local Plan and Area Action Plan adoption

The flowchart below shows different policy documents and consultation stages.



*Further consultation will only take place where appropriate. We will reconsult for 8 weeks at the informal Regulation 18 stage and 6 weeks at formal Regulation 19 stage following the initial consultation, if changes are proposed that require further consultation.

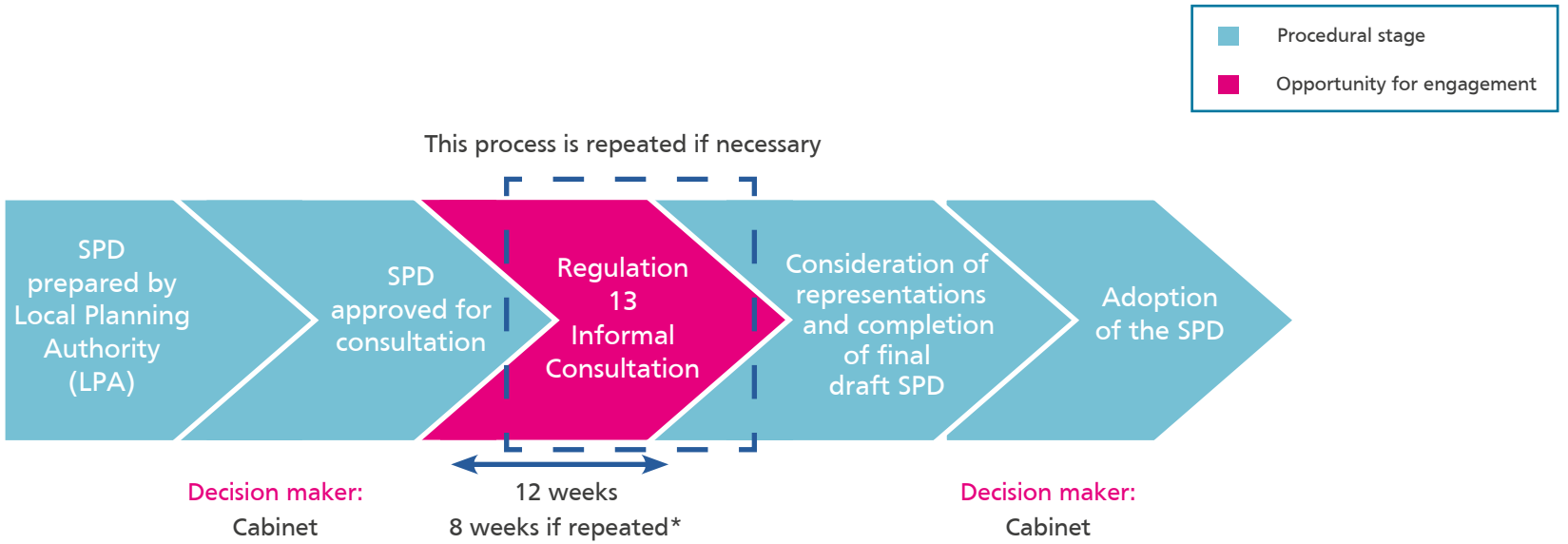
Consulting in exceptional circumstances

We might need to change our consultation when events prevent our procedures taking place to make sure that we continue communicating with people at all times.

CONSULTATION ON SUPPLEMENTARY PLANNING DOCUMENTS

What are Supplementary Planning Documents (SPDs)?

SPDs can provide guidance for development on specific sites, or on particular issues, such as design. SPDs are a material consideration in planning decisions but they are not part of the development plan. They provide additional detail to the Southwark Plan.



*Further consultation will only take place where appropriate. We will reconsult for 8 weeks following the initial consultation if changes are proposed that require further consultation.

CONSULTING IN EXCEPTIONAL CIRCUMSTANCES

Planning applications

We will:

- Be guided by central government guidance.
- Extend the formal consultation period from 21 days to 28 days to give members of the community more time to make a comment on a planning application.
- Where planning officers cannot go on site to put up a Site Notice, Neighbourhood Notification Letters will be sent to those close to the site or a site notice will be put up by the applicant.
- Where a planning officer cannot carry out a site visit they may ask the applicant to carry out a virtual/video site visit and to take photos from specific areas of the site.
- Use satellite photography to assess the site.

The Development Consultation Charter sets out what type of consultation you can expect from a developer in exceptional circumstances.

Plan-making and policy documents

We will:

- Be guided by national guidance.
- Make all documents out to consultation available on our website. In a scenario where Council offices are closed and it is not possible for hard copies of documents to be made available, we will post a copy of the document to those who request it where they cannot access the internet.
- Advertise a consultation through MySouthwark, Council social media and a newspaper notice. We will also notify our statutory consultees.
- Make an online survey available so that as many people as possible will have access to the consultation.
- Hold virtual meetings between planning officers and members of the community if necessary using digital tools.

ENGAGING WITH US: FIND OUT MORE

Planning Applications

When do you need planning permission

How the pre-application process works

How to submit a Planning Application

How to comment on an application

How to use the planning register

How we make decisions: delegated decisions and Planning Committees

Consulting in exceptional circumstances

Planning Policy

Development Consultation Charter (DCC)

Our Local Plan and Planning Policies Map

Planning Policy documents

Supporting documents In local plan-making

How to recieve updates and comment on plan-making

Decision-making in the plan-making process

Post Planning and Enforcement

Section 106 and Community Infrastructure Levy (CIL)

How to report a planning breach

Planning Enforcement

Information on Planning

Glossary of Planning Terms

A Guide to Neighbourhood Planning

Plain English Guide to the Planning System

A Guide to Plan-Making

A Guide to Permitted Development Rights

Southwark Council's Movement Plan

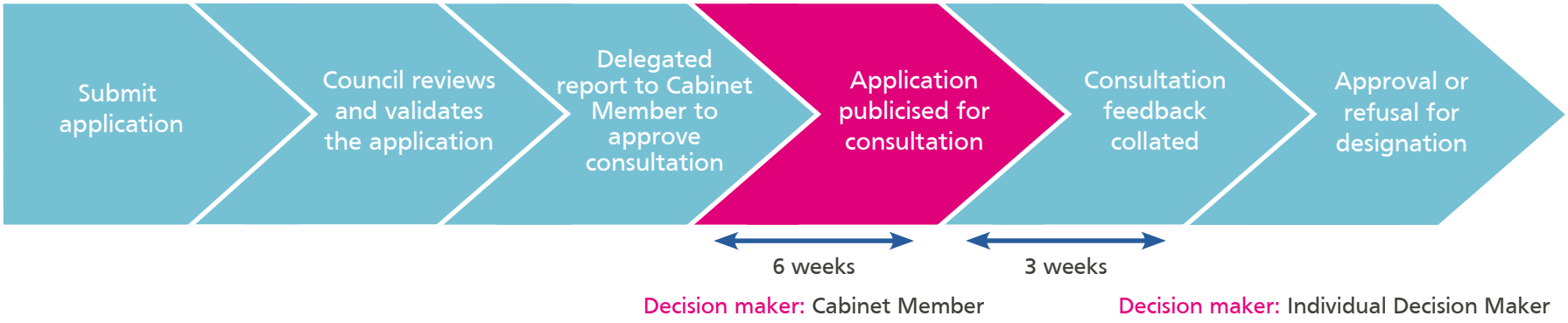
Planning Portal

Equalities and Protected Characteristics

NEIGHBOURHOOD PLANNING

Designating a Neighbourhood Forum and Area

To write a Neighbourhood Plan or a Neighbourhood Development Order (NDO), the local community must come together and apply to the Council to be formally designated as a Neighbourhood Forum and have a Neighbourhood Area designated. Only one group can represent and prepare a plan for each neighbourhood area.



Neighbourhood Plans and Neighbourhood Development Orders

A plan for the area can be prepared by the Neighbourhood Forum. A NDO means that certain types of development can take place in an area without the need to apply for planning permission.

Further information on neighbourhood planning can be found here.

NEIGHBOURHOOD PLANNING PROCESS

Process for adopting a Neighbourhood Forum or Area

1. Submit an application.
2. The Council reviews and validates the application.
3. A delegated report is sent to the Cabinet Member to approve the consultation.
4. The Council will publicise the Plan or Order on its website.
5. Consultation feedback collated.
6. Approval or refusal for designation.

The Council must determine the application within 13 weeks of the application first being publicised. If a Neighbourhood Area application falls within the areas of two or more local planning authorities (i.e. Southwark and one of its adjoining boroughs), then 20 weeks is allowed for determination.

Required application documents

- Application form (available on our website).
- The name of the proposed Forum.
- A copy of the written constitution of the proposed Forum.
- The name of the Neighbourhood Area to which the application relates and a map identifying the area.
- Contact details of one member of the Forum to be made public.
- Confirmation that the submission is by an organisation capable of becoming a Neighbourhood Forum.
- Confirmation and details of membership with at least 21 members who live or work in the area or are an elected member.
- A statement to explain how the forum meets the conditions contained in the Town and Country Planning Act 1990 as amended - This should include whether it is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the neighbourhood.

Process for adopting a Neighbourhood Plan or Development Order

1. Prepare a Neighbourhood Plan/Order.
2. The Neighbourhood Forum must publicise the plan/order to those who live or work in the area before submitting to the Council.
3. Submit a plan/order to the Council.
4. The Council publicise the plan/order on our website.
5. The Plan/Order will undergo an independent examination.
6. A referendum (or public vote) on the Plan will take place.
7. Adoption of the Plan/Order.

Publicising the Plan/Order to those who live or work in the area

The Neighbourhood Forum must publicise the following to the people who live, work or use the Neighbourhood Area:

- Details of the proposals/the Plan and supporting evidence.
- Details of where and when the proposals/the Plan may be inspected.
- Details of how to make representations and the date by which those representations must be received (at least 6 weeks).
- Consult statutory bodies in Schedule 1 Paragraph 1 of the Neighbourhood Planning (General) Regulations 2012.
- Send a copy of the proposals/the Plan to the Council(s).

Southwark
Council
southwark.gov.uk