

**STATEMENT OF COMMUNITY INVOLVEMENT**  
**DECEMBER 2021**  
**DRAFT FOR CONSULTATION**

**APPENDICES**

No.	Title
Appendix A	Statement of Community Involvement (SCI)
Appendix B	Development Consultation Charter (DCC)
Appendix C	Consultation Report
Appendix D	Consultation Plan
Appendix E	Equalities Impact Assessment

**Fairer future**

Delivering our promises

*Southwark*  
Council  
southwark.gov.uk

# STATEMENT OF COMMUNITY INVOLVEMENT

CONSULTATION DRAFT  
DECEMBER 2021

# TABLE OF CONTENTS

Executive Summary	3
Community Engagement	4
Engagement principles in Planning	5
How to find out about Planning	6

## Planning Policy and Plan-Making

Planning Policy documents	9
Supporting documents in plan-making	10
Consultation in plan-making	11
Required consultation in plan-making	12
Additional consultation in plan-making	13
Consultation on plan-making process	14
Neighbourhood planning	16
Monitoring and feedback in plan-making	19

## Planning Applications and Development Management

Involving you in planning applications	21
Pre-applications	22
Consultation on planning application	23
Making comments on a planning application	25
Planning Committees	26
Appealing a planning decision	27

## Post planning and exceptional circumstances

Post Planning	29
Consulting in exceptional circumstances	30

## Equality and Diversity

Equality and Diversity	32
Public Sector Equality Duty	33

## Digital Strategy

Digital Strategy	35
------------------	----

## Additional Information

Engaging with us: Find out more	38
Glossary	39

# EXECUTIVE SUMMARY

## What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) is an important planning document that defines how and when local residents, community groups and stakeholders can be involved in the planning process; both when we write new planning policy documents and when we consult on planning applications for new development.

Being part of these processes means that our diverse communities can play an active and visible role in shaping our neighbourhoods and have a say in our decision-making processes.

This SCI sits alongside the council's [Approach to Community Engagement](#). This council-wide document outlines our vision and principles for how we will engage and consult on our council services. It provides a definition of community engagement and explains how we talk, listen, and meet our legal obligations in the Public Sector Equality Duty and our duty to consult.

In order to ensure accountability, we will monitor and provide feedback on planning policies, planning application data, and planning decisions. We will ensure our planning data is easily accessible and regularly updated on our website. We will prepare Authority Monitoring Reports on the work we deliver within the planning division and keep the SCI and supporting guidance up-to-date to ensure it is effective.

National legislation requires us to prepare an SCI. This is set out in Section 18 of the Planning and Compulsory Purchase Act (2004) (as amended).

Key consultation measures for planning policy and planning application consultation are also explained within this SCI including;

- Information on how to view and comment on planning policy documents and planning applications
- The ways we will consult and engage to ensure everyone is heard
- The length of each type of consultation
- The way we will respond to the consultation responses we receive

## What is planning?

Planning is how we use and develop land to deliver new homes and jobs in a way that is environmentally, socially and economically sustainable. It covers how we will tackle climate change, protect our historic buildings and places, and encourage walking and cycling.

We write planning policy documents, such as our local plan, the Southwark Plan, to deliver these objectives. These documents contain policies and guidance that are used by the council to decide whether planning applications for new development like an extension to a house or a new office block is approved.

We often negotiate with applicants to ensure that new development delivers best outcomes for the borough.

## A digital planning service

We are leading the way to make our planning service a digital service. This means we are improving the service we provide by introducing new digital processes and tools that deliver an excellent customer experience, accessible data, provide new methods of engagement, and a more efficient, transparent service. We aim to make planning more understandable and straightforward for applicants and people who are part of the consultation process.

# COMMUNITY ENGAGEMENT

## Our community

Southwark is a young, growing and diverse inner London borough, with people from a wide range of ethnicities and backgrounds. Over 120 languages are spoken here, and 11% of households have no members who speak English as a first language. Just over half (54%) of Southwark's population is of white ethnicity, a quarter (25%) black and a third of Asian (11%) or other (10%) ethnicities.

## Stakeholders in Southwark

Our stakeholders have a role to play in shaping our places and services and contributing to the delivery of equality and fairness for all within the borough and include:

- Our residents
- Community organisations
- Voluntary sector organisations
- Communities of faith
- Businesses of all sizes and people who work in the borough
- Cultural institutions
- Government departments and authorities, including those who work in health, transport and housing
- Students

## Why engage with the Planning Process?

Engaging with the planning process means that you can get involved in shaping the future of where you live. Engagement can make sure that the needs of the community are responded to, and can empower the community and make a difference to how development happens in the borough

## Promoting equality

We are committed to positively promoting equality through consultation, engagement and the delivery of sustainable development.

We will work collaboratively to remove or minimise disadvantages suffered by those due to their protected characteristics, as well as taking steps to meet the needs of people from protected groups. We will also encourage people from protected groups to participate where their participation is disproportionately low.

The SCI, and our additional work around consultation and engagement support the wider objectives of **Southwark Stands Together**, a council-wide, long-term programme of positive action, education and initiatives working with staff and the community to tackle racism, injustice and inequalities.

The SCI also builds on our **Fairer Future Principles and Values**, and seeks continuous engagement with residents and the wider community in the planning process.

# ENGAGEMENT PRINCIPLES IN PLANNING

The Council's new [Approach to Community Engagement](#) sets out how we engage and consult as a Council which includes planning. How we will implement these principles is set out below. The benefits of implementing these 12 principles are an inclusive planning process that ensures development has a positive impact for local people and our community.

## Built on trust

The SCI sets out how we will consult on plan-making and planning applications in a clear and consistent way that is easily understood by the public.

## Reflective

We will review the SCI regularly to ensure that it responds to the needs of our communities.

## Responsive

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

## Clear & informative

We will provide consultation materials that are clear and to the point. Access to consultations will be clear and straightforward.

## Collaborative

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

## Simple & accessible

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

## Inclusive

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

## Timely

We will provide the necessary information at the earliest possible stage so that the community can be fully informed before engaging with consultations. We will consult the public and be clear on the timeframes for submitting responses.

# OUR PRINCIPLES

and how we will achieve them

## Evidence based

Any policy or development proposal we put forward will be founded on a transparent justification that will be made available on the council's website.

## Proportionate

The level of engagement that takes place will be proportionate to the nature and scale of the document or application that is being consulted on.

# HOW TO FIND OUT ABOUT PLANNING

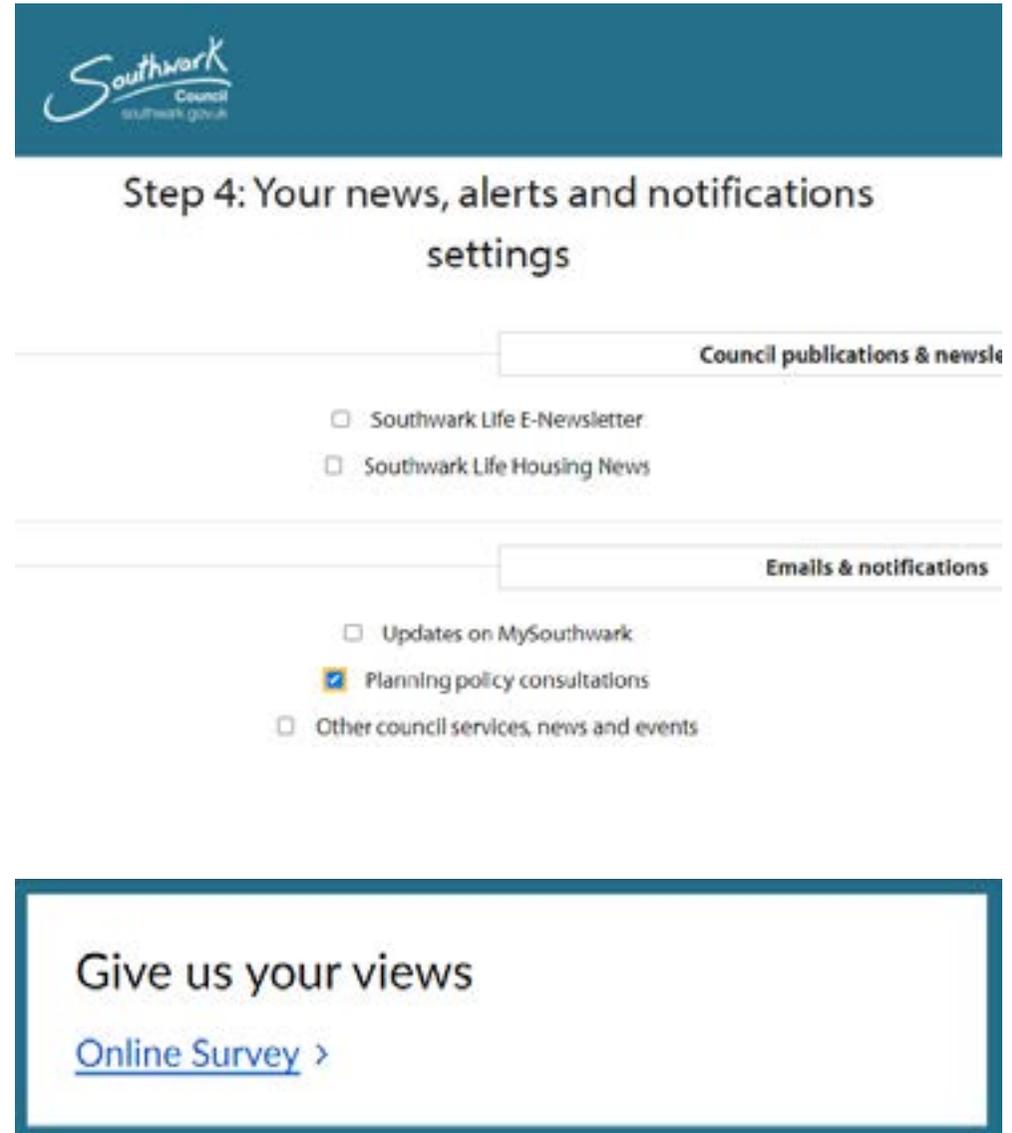
## Finding out about plan-making:

Sign up to [MySouthwark](#) to stay informed about the council's planning policy consultations such as the consultation on the local plan.

An email will be sent via MySouthwark when a plan or policy document goes out to 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 planning policy specific updates



The screenshot shows the 'Step 4: Your news, alerts and notifications settings' page on the Southwark Council website. The page is divided into two sections: 'Council publications & news' and 'Emails & notifications'. In the 'Council publications & news' section, there are two checkboxes: 'Southwark Life E-Newsletter' and 'Southwark Life Housing News', both of which are currently unchecked. In the 'Emails & notifications' section, there are three checkboxes: 'Updates on MySouthwark' (unchecked), 'Planning policy consultations' (checked), and 'Other council services, news and events' (unchecked). At the bottom of the page, there is a blue-bordered box with the text 'Give us your views' and a link 'Online Survey >'.

# HOW TO FIND OUT ABOUT PLANNING

## Finding out about planning applications:

### Planning Register

Comments can be submitted via the planning register. The planning register also lets you set up alerts for planning applications in your area or track applications you are interested in following.

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

How to set up alerts on the planning register.

5. Create an account on the Planning Register
6. Select 'advanced search'
7. 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')
8. Select 'search' (this will present you with all applications that fit your search criteria, present and historic)
9. Select 'save search'
10. Under 'saved search options', check the box next to 'notify me via email about new search results' and then 'save'

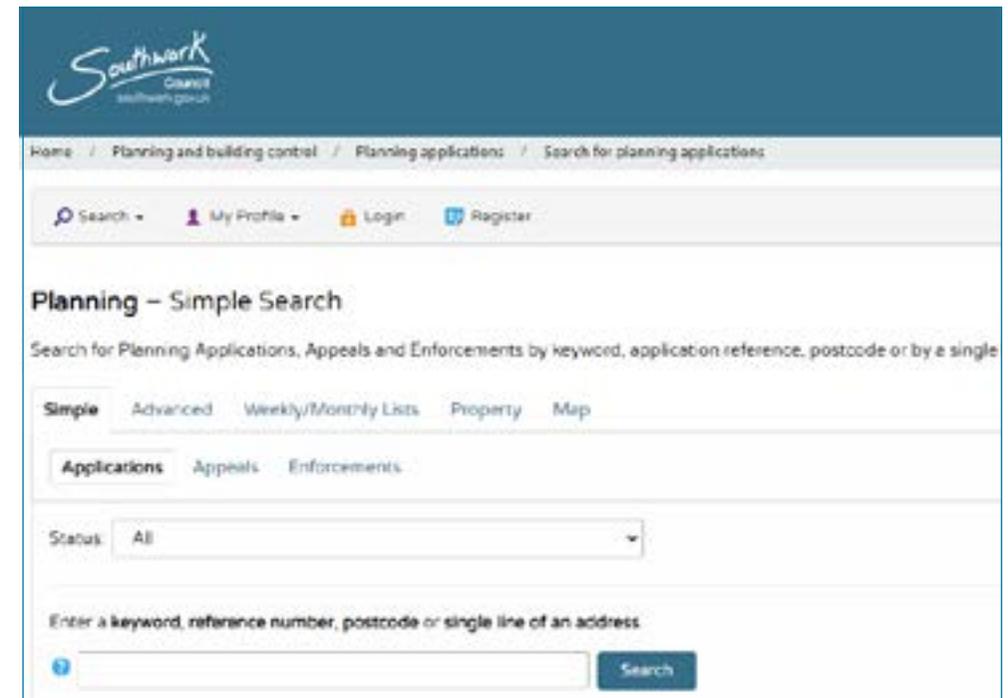
If you are interested in following the progress of a specific planning application, you can 'track' the application. Whenever one of your tracked applications is modified or decided, you will receive an email notification. You can stop tracking an application at any time by removing it from your Tracked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

### Southwark Maps

Planning applications in your area can also be found via [Southwark Maps](#). Current and decided applications as well as any appeals can be found through this service.

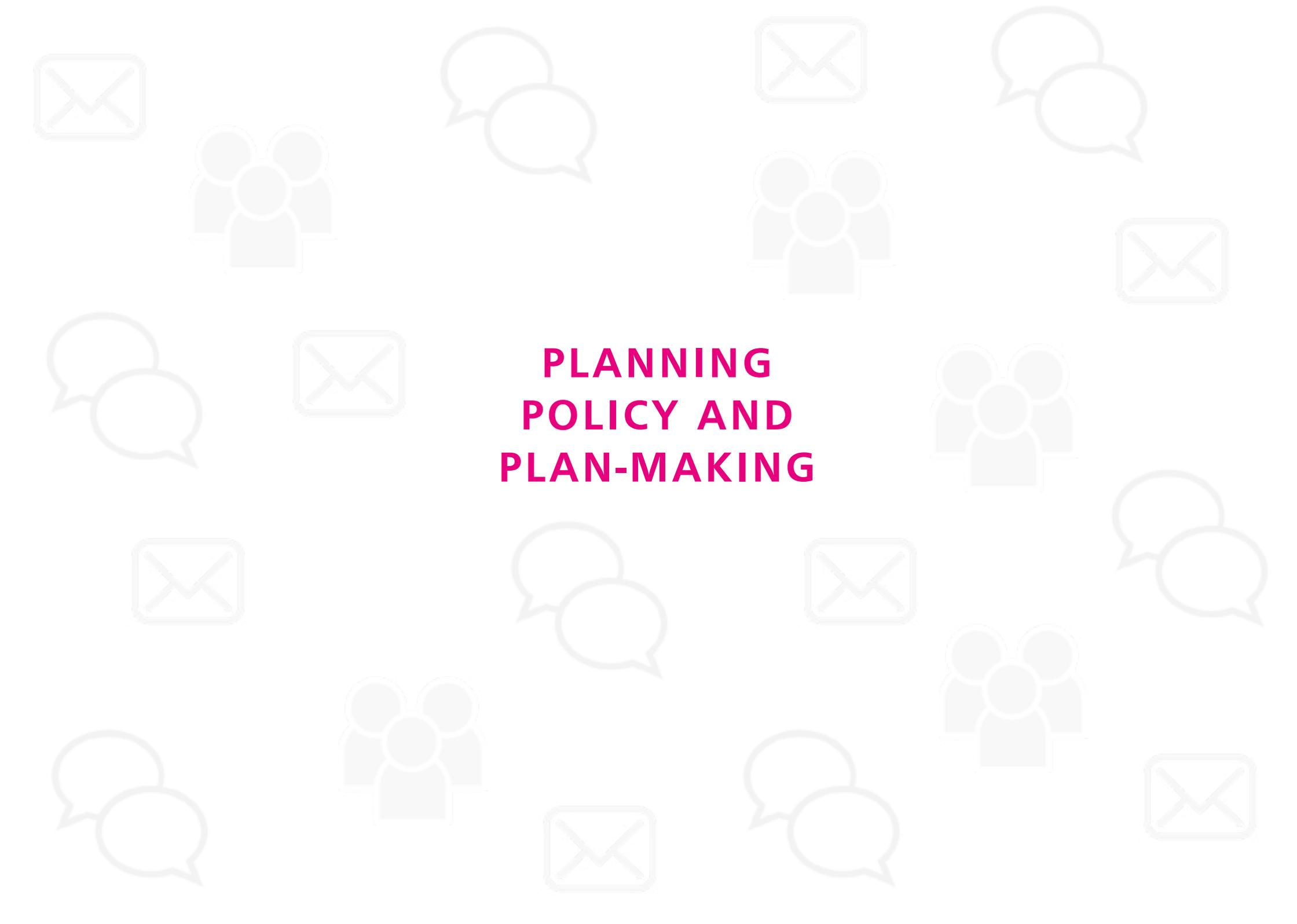
How to view planning applications using Southwark Maps

1. Follow this [link](#)
2. Search the address
3. Select 'Planning applications and appeals' layer



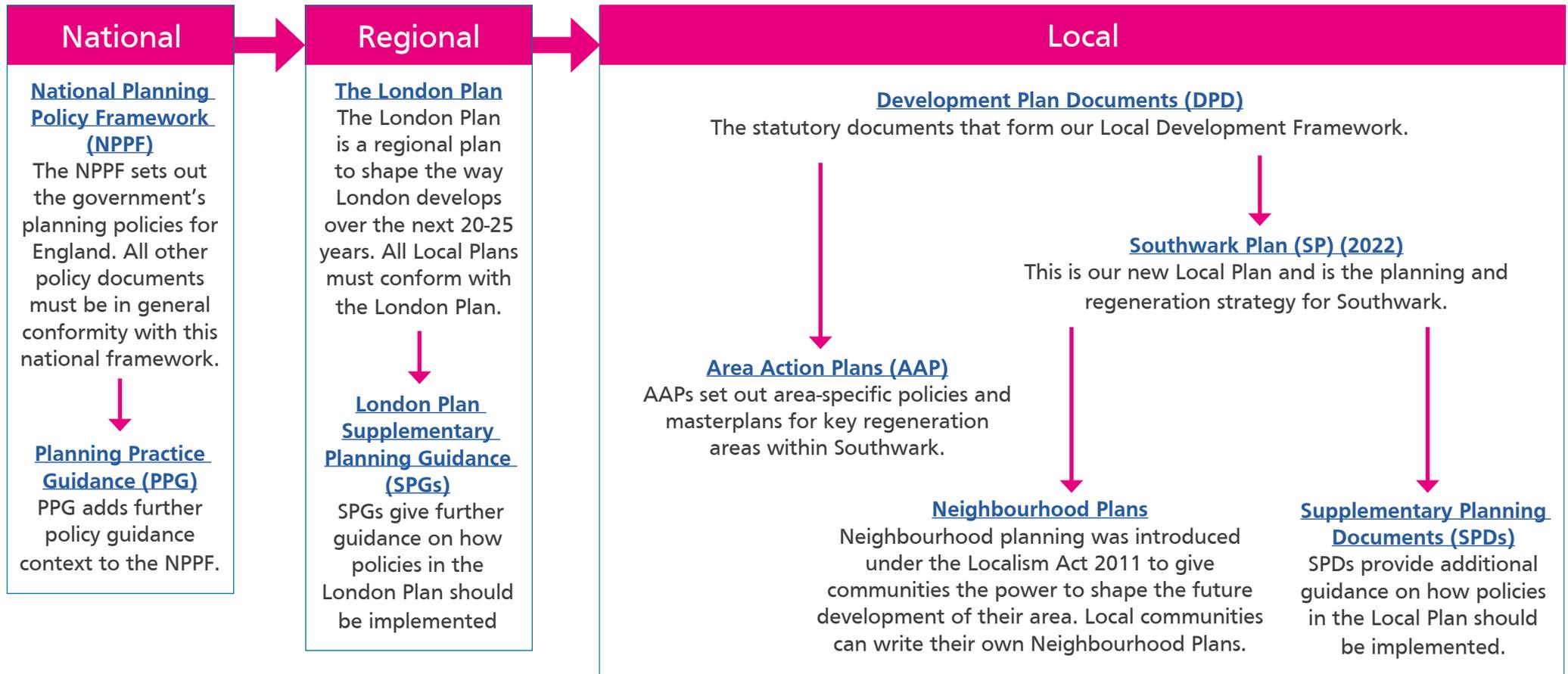
The screenshot shows the Southwark Council website's planning register search page. At the top is the Southwark Council logo and navigation links: Home, Planning and building control, Planning applications, and Search for planning applications. Below the navigation is a search bar and buttons for Search, My Profile, Login, and Register. The main heading is 'Planning - Simple Search'. Below this is a sub-heading: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single'. There are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there are buttons for 'Applications', 'Appeals', and 'Enforcements'. A 'Status' dropdown menu is set to 'All'. Below this is a text input field with the placeholder 'Enter a keyword, reference number, postcode or single line of an address' and a 'Search' button.





**PLANNING  
POLICY AND  
PLAN-MAKING**

# PLANNING POLICY DOCUMENTS

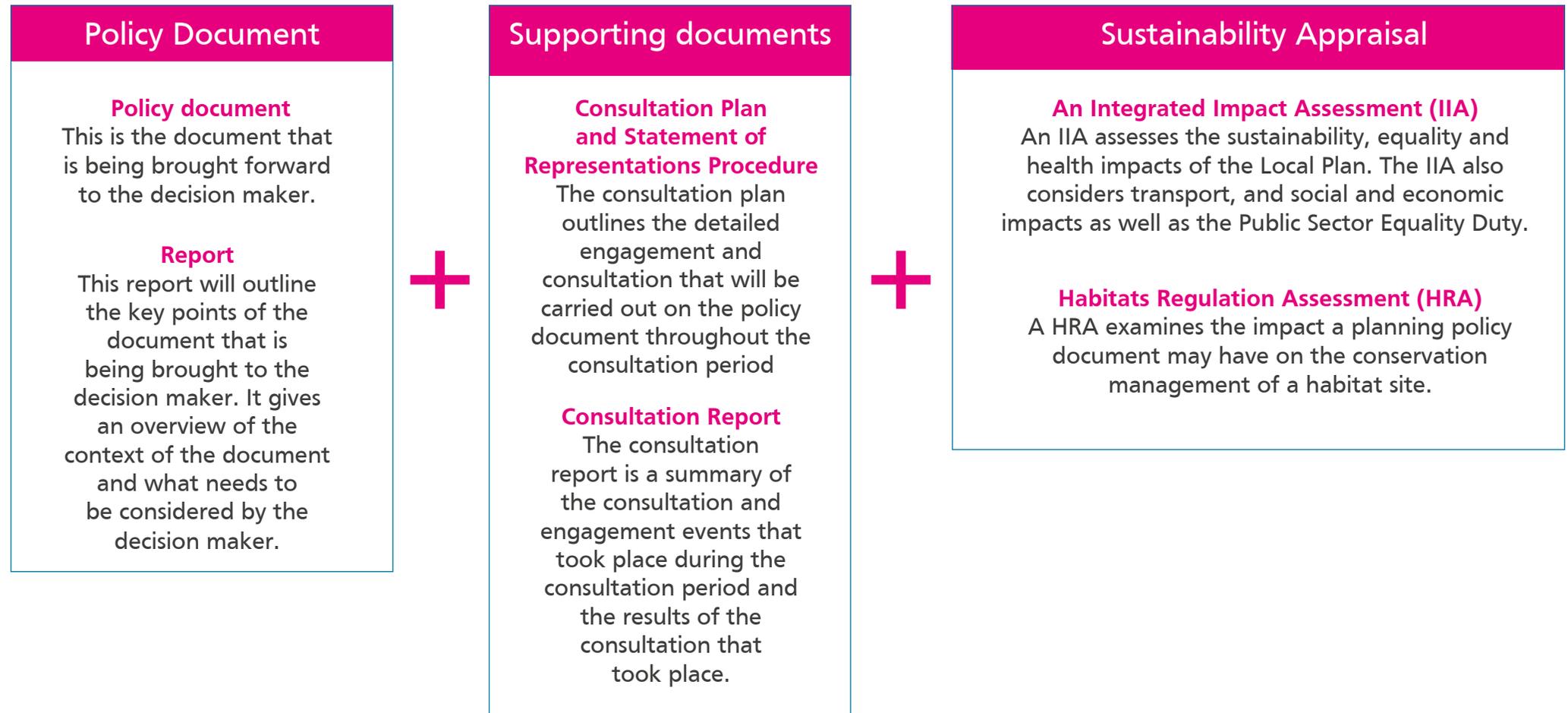


Click on the links to find out more information about different plans and our planning documents



# SUPPORTING DOCUMENTS IN PLAN-MAKING

When development plan documents are considered by the decision maker - for example by Cabinet or the Planning Inspectorate - they are accompanied by a number of supporting documents. The policy documents are supported by a set of evidence base documents, supporting documents and an assessment of the sustainability of the policy document. These include:



# CONSULTATION IN PLAN-MAKING

## Timescales for consultation

- We will undertake public consultation for set periods of time depending on the type of planning document or plan. Whenever it is necessary, we may extend the time period depending on the type, size and nature of the project and who will be impacted.
- Consultation on planning policy documents may also be extended to take into account holiday seasons.
- Documents will be made available for at least two weeks before consultation begins as they go through the decision making process so that they are available for eight weeks before the consultation closes.

## Consultation Plans

The quality of consultation is important, so the detailed Consultation Plans that we prepare will be informed by the council's Approach to Community Engagement and will:

- Ensure that our engagement reflects the diversity and demographics of people who live and work in the borough
- List all meetings and highlight specific consultation methods that are based on our understanding of the lifestyle and needs of the people we want to reach, and encourage greater participation.
- Be agreed by Cabinet or an Individual Decision Making (IDM) decision

## Consultation Methods

Will be:

- Specific to individual policy documents
- Innovative, utilising digital tools to reach a wider audience
- Accessible, easy to understand and informative, and will include more active engagement such as drop-in information sessions and collaborative workshops where possible.
- Continuously reviewed to consider whether all of the different protected characteristics and communities who should be involved are responding. Where they are not responding, consultation will be focused to address lack of representation.

## Types of decision making in plan-making process

### Council Assembly

The Council Assembly is the meeting of all 63 elected councillors sitting on the council. It is the decision making level for adopting and changing the constitution, approving policy frameworks and documents

### Cabinet

The Cabinet is made up of a Leader, a Deputy Leader and up to 10 councillors appointed by the Leader. Each holds a special portfolio of responsibility. The role of the Cabinet is to take decisions on resources and priorities, and to deliver and implement the budget and policy framework as approved by council assembly. It also agrees consultation on the council's policy frameworks, key strategic documents and decisions.

In the five days following a decision made by the Cabinet, there's an opportunity for the decision to be reviewed by the Overview and Scrutiny Committee. This is known as a call-in. If the Chair or Vice-Chair and three other members of the Committee request that a decision be called-in, then it cannot be implemented until the Committee has considered it.

### Individual Decision Making (IDM)

Individual cabinet members are able to take decisions on areas that fall within their responsibility. Under the council's constitution, all key decisions taken by individual cabinet members are listed on the Forward Plan. The council publishes key decisions on the website five working days before the individual cabinet member can consider the decision (publishing period). Most decisions taken by individual cabinet members are subject to a five working day call-in period.

# REQUIRED CONSULTATION IN PLAN-MAKING

## Town and Country Planning (Local Planning) (England) Regulations 2012

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the legal requirements for consultation on a Local Plan.

As a minimum we must complete the following steps for consultations on plans:

### Notification of consultation

#### Invite people to make representations

We will mail out to all local consultees as listed under Regulation 2 (1). This includes people living within Southwark or businesses which operate in the area.

An email will be sent to the 15,000+ contacts signed up for planning policy email notifications and updates via MySouthwark. They will be invited to make a comment on the plan that is being consulted on.

#### Statutory prescribed bodies

We will mail out to all the statutory prescribed bodies and consultees as listed under Regulation 4 (1) and neighbouring boroughs referred to in the Duty to co-operate.

Statutory consultees are signed up to MySouthwark and will receive a notification when a document goes out to consultation.

### Availability of documents

#### Council Website

The plan and accompanying documents will be displayed on the council's website that will be regularly updated. The consultation documents will be available on the council website.

#### Hard copy

A hard copy of the plan will be available in the council office. Alternative arrangements will be made during exceptional circumstances.

### Accepting responses

#### Letters and Email

Comments will be accepted by email and letter.

Comments can be emailed to [planningpolicy@southwark.gov.uk](mailto:planningpolicy@southwark.gov.uk)

Comments can be posted to Planning Policy, Southwark Council, PO BOX 645529, London SE1P 5LX

The council is not legally required to provide a method for collecting responses through a website, however we encourage all responses to be made on the **Consultation Hub**.

This is the preferred method, where possible, as we move to more digital modes of consultation.

Further details on the Hub can be found under 'Additional consultation'.

# ADDITIONAL CONSULTATION IN PLAN-MAKING

As well as the statutory methods set out, we are also committing to carrying out the following methods of consultation when we consult on our Local Plans. Other consultation methods will be set out in different Consultation Plans for individual planning policy documents.

## Notification of consultation

### Press notice

We will place a press notice in Southwark News to advertise the start of the formal consultation period.

### Consultation posters

We will advertise the consultation through posters in the libraries. Posters will set out where on the website to make a comment on a plan that is out to consultation. Library officers can assist members of the community in using computers and the internet to make comments. Assistance is available in libraries to those who need help making a comment on a plan online.

### Social Media

We will advertise consultation on the plan through council social media. We will send out regular updates and reminders through council social media pages letting people know that they can comment on a consultation.

## Accepting responses

### Consultation Hub and Online Questionnaire

We will display the plan on the council's Consultation Hub with an online questionnaire available for comments. The Consultation Hub will be available for the consultation period.

We encourage all responses to be made on the Consultation Hub, where possible, as we move to more digital modes of consultation. This also enables the comments to be sorted online so that consultees and the community can see who is commenting on each subject.

## Feedback

### Feedback

We will make sure to feedback the results of any consultation. We will do this by sending a link to MySouthwark users to where you can find the Consultation Report and see how your views were taken into account.

Results of a consultation will be set out in a Consultation Report. The Consultation Plan and Report are reported to the decision maker as part of the decision making process.

We have previously written to many community groups and all Tenants and Residents Associations in Southwark to make them aware of how to sign up to receive email updates on planning policy consultations through MySouthwark. We will continue to encourage new groups to join the mailing list and publicise consultations through our website and where possible through council newsletters, council meetings (where appropriate) and social media. When consultations are open, local groups are welcome to invite us to join their meetings to discuss the consultation.

# CONSULTATION ON PLAN-MAKING PROCESS

The flowchart below shows different policy documents and how they are consulted on through different stages. **Pink chevrons** in the flowchart indicate a stage of public consultation, where the public can engage with the process and comment.

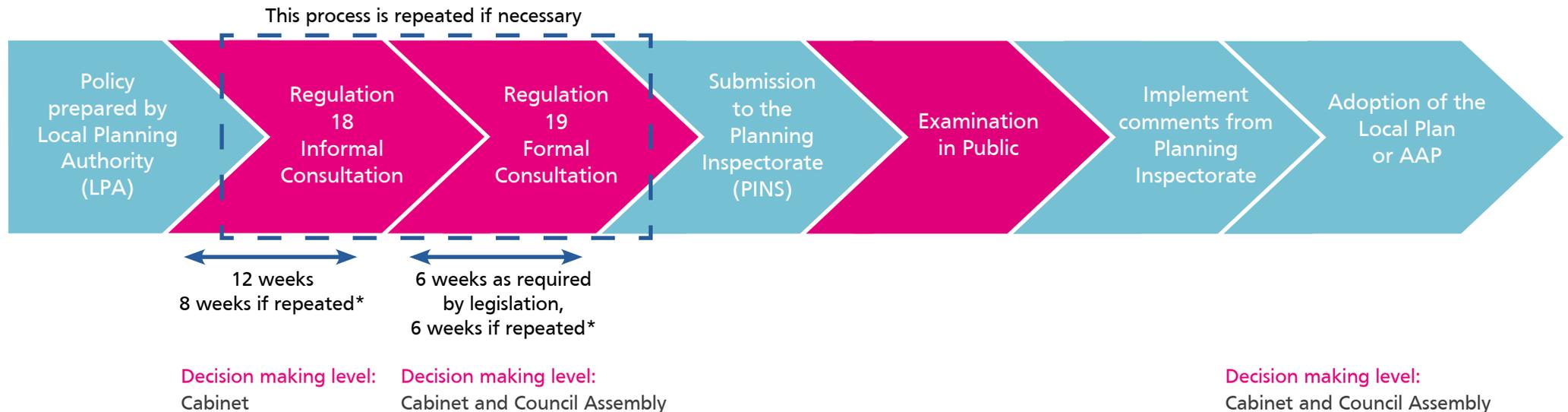
## Local Plan - The Southwark Plan

The purpose of The Southwark Plan (2022) is to set out how the different areas of the borough will develop through area visions, site allocations and policies which are used to determine planning applications. It is accompanied by a Planning Policies Map.

## Area Action Plan (AAP)

A type of Development Plan Document (DPD) focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).

## Process of Local Plan and Area Action Plan Adoption



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

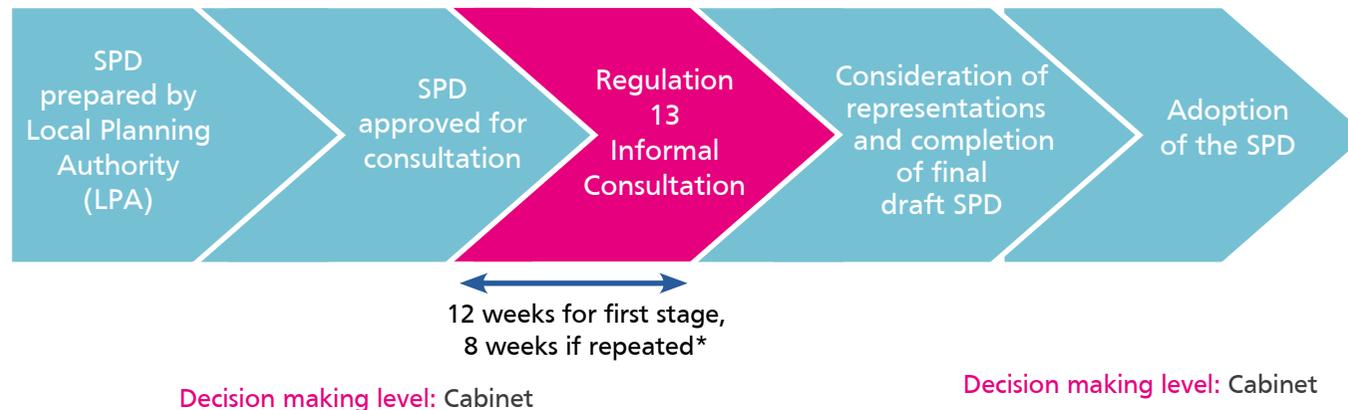
# CONSULTATION ON PLAN-MAKING PROCESS

The flowchart below shows different policy documents and how they are consulted on. **Pink chevrons** in the flowchart indicate a stage of public consultation, where the public can engage with the process and comment.

## Supplementary Planning Documents (SPDs)

Documents which add further detail to the policies in the Local Plan. SPDs contain guidance that expands on the policies within our development plan, showing how the council expects our planning policies to be addressed by planning applications, and how the policies will be implemented by the council when making decisions on planning applications.

They can be used to provide guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but are not part of the development plan.



Further consultation will only take place where necessary. We will reconsult for 8 weeks at Regulation 18 stage following the initial consultation, if changes are proposed that require further consultation.

# NEIGHBOURHOOD PLANNING

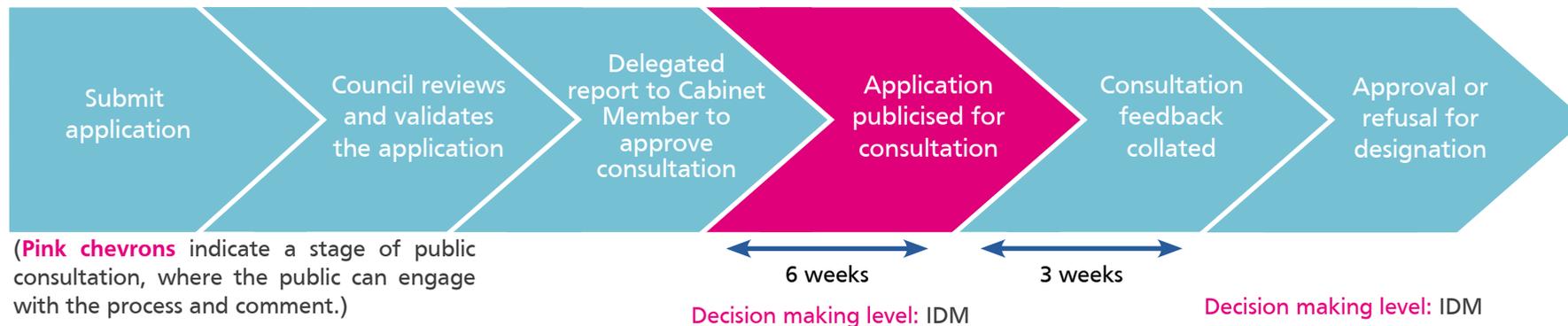
Neighbourhood Planning was introduced under the Localism Act (2011) to give local people more of a hands on role in the planning of their neighbourhoods. It's a process led by the community and supported by the council. Neighbourhood Planning should seek to improve the social, economic and environmental well-being of an area. It cannot be used to block development that is needed across the borough. Policies in neighbourhood plans must be in general conformity with the borough's existing strategic policies. National Planning Policy Guidance (NPPG) provides further guidance on the different stages/requirements of neighbourhood planning, as what is set out in this SCI is a summary.

## Getting involved in Neighbourhood Planning

To write a Neighbourhood Plan or a Neighbourhood Development Order, 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 undertake neighbourhood planning in a particular neighbourhood.

## How to designate a Neighbourhood Forum and Neighbourhood Area

A Neighbourhood Forum should be designated before applying for a Neighbourhood Area, however the steps are the same for both processes.



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.

The council/s in which the Neighbourhood Area is located is required to ensure the Forum meets the legal requirements of the relevant legislation and enabling regulations. Where a Neighbourhood Area application falls within the areas of two or more councils (i.e. Southwark and one of its adjoining boroughs), the decision makers responsible from the relevant boroughs will meet to consider whether a joint response can be made to the Forum. Both boroughs must designate the Forum for it to be able to operate within the Neighbourhood Area proposed.

# NEIGHBOURHOOD PLANNING

## Requirements and considerations for a Neighbourhood Forum

### 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
- Submission by an organisation capable of becoming a Neighbourhood Forum.
- Membership of 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.

## Requirements and considerations for a Neighbourhood Area

### Required application documents:

- A map identifying the proposed Neighbourhood Area
- A statement explaining why this area is considered appropriate to be designated
- A statement that the organisation or qualifying body is relevant for the purposes of the Town and Country Planning 1990 Act (as applied by Section 38A of the Planning and Compulsory Purchase 2004 Act)

### Key considerations

- Is membership drawn from different places in the neighbourhood and from different sections of the community?
- Does the purpose reflect the character of the area?
- Is there already a neighbourhood forum for that area?

A local planning authority may withdraw an organisation's designation if they consider that it is no longer meeting the criteria or other criteria that the authority are required to have regard to in making a designation. If this were to be the case the local planning authority has to give reasons.

The Neighbourhood Forum designation expires after five years. If a Neighbourhood Plan is not implemented in this time, the organisation would have to reapply for designation as a forum.

### Key considerations

- Is there already a Neighbourhood Plan covering this area?
- How do the boundaries relate to current and proposed planning designations?
- Is the proposed area appropriate?
- Should the area be a business area?
- Would a business referendum be required?

# NEIGHBOURHOOD PLANNING

Pink chevrons in the flowchart below indicate a stage of public consultation.

Once the Neighbourhood Forum and Neighbourhood Area has been designated, the preparation of a Neighbourhood Plan or a Neighbourhood Development Order can begin. The council along with any adjoining boroughs (for cross-boundary Neighbourhood Forums and Areas) will support Neighbourhood Forums to achieve this.

## Neighbourhood Plans and Neighbourhood Development Orders

A plan for the area can be prepared by the Neighbourhood Forum (made under the Planning and Compulsory Purchase Act 2004). A Neighbourhood Development Order (NDO) means that certain types of development can take place in an area without the need to apply for planning permission.



## Requirements for Neighbourhood Plans or Neighbourhood Development Orders

### Requirements before submitting:

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 Local Planning Authority

### Process of Independent Examination:

The council will appoint an examiner to carry out the examination as soon as possible, It can only do this if the Neighbourhood Forum agrees to the appointment. If no agreement is reached, the Secretary of State may appoint an examiner. The council must consider each of the recommendations made in the examiner's report and decide what action to take in response to each

recommendation.

### Criteria at Independent Examination:

- The plan or order must consider national planning policy
- The plan or order must be in general conformity with strategic policies in the development Plans for the local area
- The plan or order must be compatible with EU obligations and human rights requirements
- Consultation requirements must have been carried out

### Referendum:

If the council is satisfied that the draft plan or order meets the conditions of a Neighbourhood Plan or order, or that the draft plan or order would meet those conditions if modifications were made to it, a referendum must be held on the making of the neighbourhood plan. If the draft neighbourhood plan relates to an area which has been designated as a business area, an additional referendum must be held. Local planning authorities may decline to consider proposals submitted to them if they consider them to be repeat proposals.

# MONITORING AND FEEDBACK IN PLAN-MAKING

## Monitoring

We will monitor and review our planning policies and processes. We will provide all of our data on the website which we will update regularly and we will ask different groups how they would like to be consulted.

We will use the principles in our Approach to Community Engagement as indicators to measure the effectiveness of our consultation.

## Authority Monitoring Report

We will report back on what our policies are delivering through our Authority Monitoring Report. A summary will also be published through the [Facts and Figures](#) page on the website. This page lets you know our housing and employment figures so that you can keep up to date on what developments are happening in Southwark.

## Comments

We will consider all of the comments made by the public and amend the relevant document with any necessary changes.

## Feedback

### Consultation report

We will produce a Consultation Report which will highlight the changes made to the document as a result of the comments received. The consultation report and comments received will be available online for the public to read.

Where we have not amended a policy in response to comments received we will explain why. We will send you a link to where you can find this report through MySouthwark.

### You Said/We Did

We will improve the ways in which we feedback by using a 'You Said/We Did' format which clearly shows how the community helped to shape policy documents.

As well as this, we set up a website and community forums for recent Area Action Plans, such as Old Kent Road, so that the community can stay fully up to date with the progress of the plan.



**PLANNING  
APPLICATIONS AND  
DEVELOPMENT  
MANAGEMENT**

# INVOLVING YOU IN PLANNING APPLICATIONS

Development Management deals with planning applications and is the process of making a decision on whether or not to grant planning permission for a development. The process of different planning applications and the stages at which it is possible for the public to get involved are outlined on the next pages.

## Before the application is submitted

### We will:

Encourage applicants to consult with the community where relevant in line with the Development Consultation Charter

### We may:

Liaise with Tenants Resident Associations, Neighbourhood Forums, and Local Community Groups where relevant

## Once the application is submitted

### We will:

Make planning applications and supporting documents available 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 Development Consultation Charter

**Where necessary, 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 organisations

## During the determination process

### We will:

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

Re-consult on an amended planning application for a period of 14 days, or 30 days where revised or additional Environmental Impact Assessment information is provided.

### We will:

Take into consideration any consultation responses in the officer or committee report.

### We will:

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

## 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.

We will not directly respond to individual representations received on each case

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

# PRE-APPLICATIONS

The flowchart below shows the process of how we respond to pre-application requests from prospective applicants and developers.

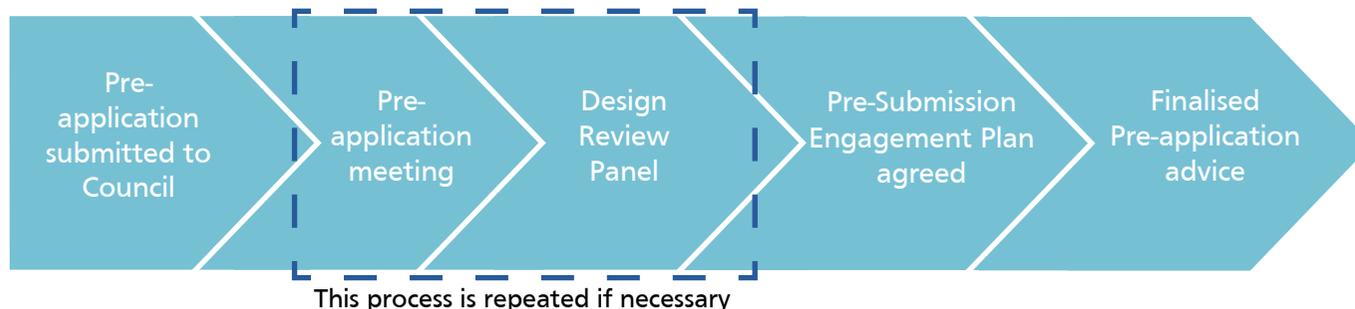
## Pre-Application for Major and Strategic applications

A developer may request and pay for pre-application meetings with the council to discuss their ideas for a development. The council does not consult on pre-application enquiries. They are not published on the Planning Register and the public cannot comment on them. This is because pre-application enquiries are often at a very early stage of design resolution and/or commercially sensitive.

## Pre-Submission Engagement Plan

The type and extent of engagement with the public that must be carried out by the developer before the submission of a planning application may be agreed between the council and the developer in a Pre-Submission Engagement Plan. An Engagement Summary of the public consultation that has taken place before the submission of the planning application, a Social Value Statement, and an Engagement Plan for any further stages of public consultation that are needed after the submission of a planning application must be included as part of the planning application. This engagement will be considered as part of the planning decision. Further detail on these requirements is set out in the Developer Consultation Charter.

Major planning applications include development proposing 10 or more homes or a floorspace over 1,000 sqm. Strategic planning applications are developments proposing over 50 homes or floorspace over 3,500 sqm.



# CONSULTATION ON PLANNING APPLICATIONS

There are different requirements for publicising planning applications depending on the application type. These requirements are shown below.

All documents and plans relating to a planning application can be found via the council's [Planning Register](#).

Application Type	Site notice	Press notice	Neighbour Notification Letters
Development including an Environmental Impact Assessment (EIA)	✓	✓	<ul style="list-style-type: none"> <li>Immediately adjoining occupiers depending on the size/layout of development</li> <li>Those within the setting of a listed building or conservation area potentially impacted by the development in Southwark. We will also consult adjoining boroughs and their residents as needed.</li> </ul>
Major development: 10 or more homes or over 1000sqm commercial floorspace	✓	✓	
Strategic development of 50 or more homes or over 3500sqm commercial floorspace	✓	✓	
Minor development of less than 10 homes or less than 1000sqm commercial floorspace	✓	If conservation area or departure from development plan	<ul style="list-style-type: none"> <li>Immediately adjoining occupiers depending on the size/layout of development</li> </ul>
Reserved Matters (for outline permission)			
Minor Material Amendments	✓	If conservation area	
Householder	✓	If conservation area	
Advertisement Control		If conservation area	
Prior Approval			<ul style="list-style-type: none"> <li>Immediately adjoining occupiers</li> </ul>
Listed Building Consent	If external works	✓	<ul style="list-style-type: none"> <li>No statutory requirement as neighbour notification is carried out under accompanying full application</li> </ul>
Non-Material Amendments	No statutory requirement for public consultation		
Lawful Development Certificate	No statutory requirement for public consultation		
Approval / Discharge of Conditions	No statutory requirement for public consultation		

# CONSULTATION ON PLANNING APPLICATIONS

The flowcharts in this section illustrate the process of determining different planning applications. **Pink chevrons** in the flow chart below indicate a stage of public consultation, where the public can engage with the process and comment.

## Minor planning applications

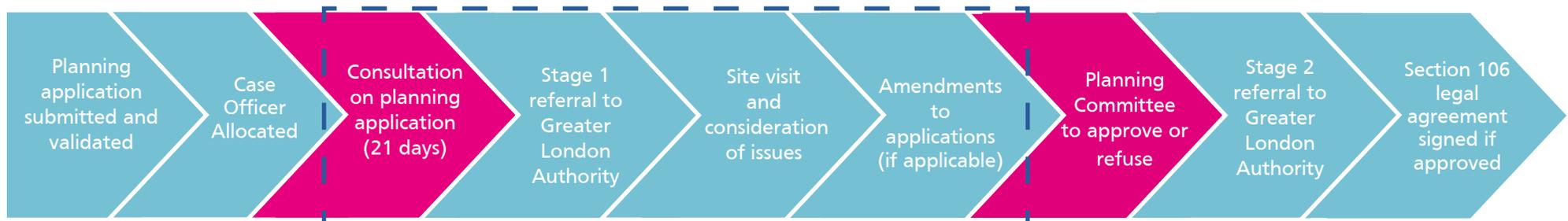
Minor planning applications include development proposing 9 or less homes, changes of uses, and householder applications.



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

## Major and Strategic planning applications

Major planning applications include development proposing 10 or more homes or a floorspace over 1,000 sqm. Strategic planning applications include development proposing over 50 homes or floorspace over 3,500 sqm.



This process is repeated if necessary. Reconsultation is for 14 days or 30 days where an Environmental Impact Assessment is part of the application and is required if there is a 'material' change to the original application.

# MAKING COMMENTS ON A PLANNING APPLICATION

## Planning Register

Comments on a planning application can be submitted via the council's [planning register](#) during the consultation period.

This is the preferred method of submitting your comments, where possible, as we move to more digital modes of consultation.

## Letters and Email

Comments will be accepted by email and letter.

Comments can be emailed to the relevant case officer.

Letters can be posted to  
Planning Division  
Southwark Council,  
PO BOX 645529  
London SE1P 5LX

## Libraries or My Southwark Service Points

Applications can also be viewed at local libraries or My Southwark Service Points if you do not have internet access.

## Planning Committees

In addition to the consultation opportunities detailed above, there may also be a chance to comment on planning applications if it is presented at our planning committees.

Southwark has a main Planning Committee and two Planning Sub-Committees. The committees are made up of elected councillors who decide whether planning applications should be approved or refused.

Planning Committee meetings take place in the council offices at 160 Tooley Street, London SE1 2QH unless indicated otherwise. All are open to the general public and we also livestream them on the council's Youtube channel.

Planning Committee also consider new conservation areas, Article 4 directions, and provide comments on new planning documents. [Part 3F](#) of the council's Constitution sets out the full roles and responsibilities of our planning committees.

## How to find out about whether a scheme is going to Planning Committee

Planning Committee dates are listed on our [website](#). If you have commented on an application, you will be notified if it will be determined at a Planning Committee meeting and we will tell you how to get involved.

If you wish to speak at a committee you must notify the constitutional team in advance at [Constitutional.Team@southwark.gov.uk](mailto:Constitutional.Team@southwark.gov.uk) by 5pm on the working day preceding the meeting.

One representative for objectors and one representative of any supporters (if living within 100 metres of the development site) are allowed to address the committee.

Both representatives will be able to speak for three minutes each. If there is more than one objector or supporter wishing to speak, the time is then divided within the three minute time slot.

# PLANNING COMMITTEES

## Applications considered at Planning Committee

The majority of planning applications are decided by council officers under delegated powers, however our planning committees decide large, complex or controversial applications. The following is intended as a summary only.

### Planning Committee

Planning Committee generally considers planning applications for the following type of development:

- 50 or more homes
- 3,500sqm or more commercial floorspace
- Mixed use development with 3,500sqm floorspace or more, including applications for change of use

#### ...and that meet one or more of the following criteria:

- Has 5 or more relevant\* objections, including the council's own developments
- Is requested by two councillors to be determined by at Planning Committee, and agreed by the Chair of the committee
- Is significantly contrary to the local development plan
- Is clearly linked to another application which is to be considered by the planning committee
- Involves a legal agreement, other than those in accordance with policy requirements
- Is of strategic importance, referable to Mayor London or requires Secretary of State notification as a departure from the development plan.
- Requires an Environmental Impact Assessment
- Includes development of Metropolitan Open Land or contaminated land

### Planning Sub-Committees

Planning Sub-Committees generally consider planning applications for the following type of development:

- 10-49 homes
- 1,000sqm - 3,500sqm commercial floorspace
- Mixed use development with 1,000sqm - 3,500sqm of floorspace, including applications for change of use

#### ...and that meet one or more of the following criteria:

- Has 5 or more relevant\* objections, including the council's own developments
- Is significantly contrary to the local development plan

Planning Sub-Committees also consider:

- Planning applications that requested by two councillors to be determined by at Planning Committee, and agreed by the Chair of the committee
- Development of Metropolitan Open Land

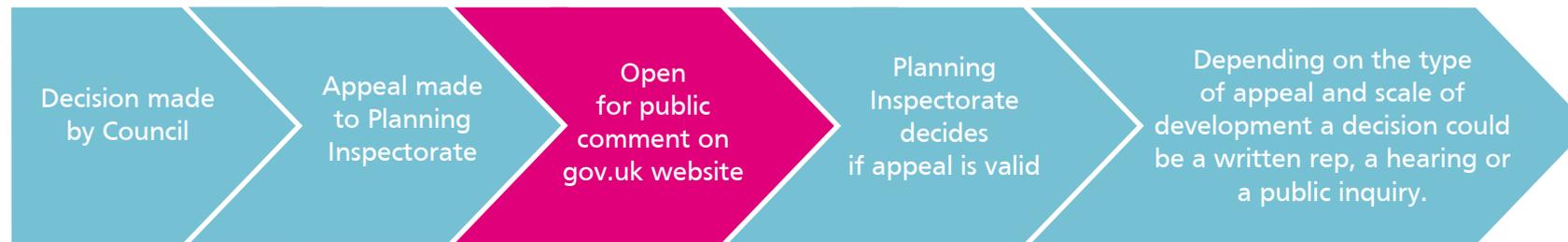
\* A 'relevant objection' is defined as any objection except an objection which clearly does not raise any material planning considerations or raise a major issue of a planning nature. Some applications with 5 or more objections will not be considered at Planning Committee if objections can be addressed by an appropriate planning condition, or if the application clearly complies with the relevant planning policies, or if the application is recommended for refusal.

# APPEALING A PLANNING DECISION

The flowchart below shows the process of a planning appeal. **Pink chevrons** in the flow chart indicate a stage of public consultation, where the public can engage with the process and comment.

## Appealing a decision on a planning application by the applicant

An applicant is able to appeal the decision of the Council to refuse their planning application. The decision is reviewed by an independent body, the Planning Inspectorate (PINS) and then either allowed overturning the Council's decision or dismissed upholding the decision by the council.



## Getting involved

### Written Representations

If an applicant has been refused planning permission, they may appeal the decision to the Planning Inspectorate (PINS). Most appeals are decided by the written representations procedure. With this procedure the Planning Inspector considers written evidence from the appellant, 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 notified by the council within five days of the appeal being validated. There is a deadline for comments five weeks after the start date of the appeal, or six weeks after the date on the local planning authority's enforcement notice.

This notification will include a date by which further comments about the application need to be sent to the Planning Inspector.

Appeals for householder applications cannot be commented on.

Further information can be found on the Planning Inspectorate's website, including what happens when the appeal is being decided by the Secretary of State at a hearing or inquiry.

The background features a repeating pattern of three types of light gray icons: an envelope, two overlapping speech bubbles, and a group of three stylized human figures. These icons are scattered across the white background, creating a subtle, thematic pattern.

**POST PLANNING  
AND EXCEPTIONAL  
CIRCUMSTANCES**

# POST PLANNING

## Section 106

- Section 106 Agreements are legal agreements between the council and developers. They set out the obligations and benefits that will be delivered after a planning permission is granted.
- The principles and any financial contributions required will be agreed prior to the decision notice being issued, such as carbon offsetting contributions. A summary of obligations and contributions is included in the officer report at the decision-making stage.
- The formal decision for a planning application is issued upon completion of the S106 legal agreement.
- There is no consultation on S106 agreements

## Community Infrastructure Levy (CIL)

- Community Infrastructure Levy (CIL) is a charge to pay for the improved and increased infrastructure that is required as a result of new development.
- It is just one of the ways in which developments can benefit the local community through local and strategic investment.
- 70% of the CIL money that we receive is made available to borough-wide infrastructure, e.g. construction of new Underground stations

## Local or Neighbourhood CIL

- Local CIL is an important way of mitigating impacts of development and the Council has a process for agreeing how to allocate funds through [Community Investment Plans](#).
- 25% Local or Neighbourhood CIL is made available to local community areas through Community Investment Plans, while the remaining 5% is used for administrative purposes.
- Beyond paying the levy developers will have no role or responsibilities in the delivery of projects.

## Section 106 and Community Infrastructure Levy (CIL) Process

Financial contributions are usually collected once the construction of development starts. We have launched an [online tool](#) that makes it easier to access information on the s106 and CIL contributions that we collect and the community projects that are funded. We also publish an annual Infrastructure Funding Statement that provides a summary of all financial and non-financial developer contributions relating to S106 and CIL within the borough. Any expenditure over £100,000 must be agreed by Planning Committee.

You can get find out more about CIL and get involved in putting forward ideas on how this money should be used in your community on the [CIL website](#).

## Enforcement

Sometimes, development that needs planning permission goes ahead without it or development that has permission is carried out without complying with the approved drawings or planning conditions. This can have a harmful impact on the living standards of our community and the surrounding environment.

The Council can take enforcement action which could ultimately lead to prosecution. The Council's Planning [Enforcement Plan](#) outlines how and when enforcement action is taken.

If you suspect a breach of planning control, you can report a [planning breach](#) on our website.

# CONSULTING IN EXCEPTIONAL CIRCUMSTANCES

## Plan-making and policy documents

In exceptional circumstances it may not be possible to carry out consultation in the ways set out above.

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.

We recognise that consulting without face-to-face workshops or interactive events is not ideal, however, it is important that we can continue consultation even in difficult times so that we can continue to provide housing, employment and community spaces in Southwark with up to date plans and policies.

## Planning applications

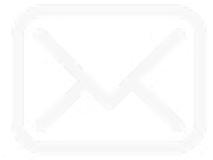
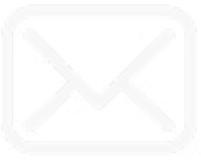
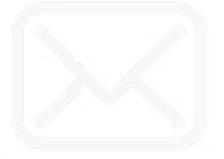
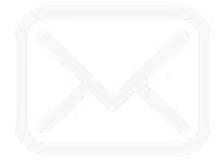
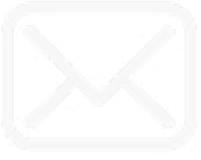
As with plan-making, it is important that there are alternative methods to consultation on planning applications in case of exceptional circumstances.

We will:

- Be guided by national 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 letters will be sent to those in close proximity of 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.

**EQUALITY AND  
DIVERSITY**



# EQUALITY AND DIVERSITY

## What role can planning play?

Planning has a key role to play in supporting the council to promote equality and value diversity, through addressing the wider determinants of health inequalities, and creating inclusive places residents can be proud of.

It is key that our consultation and engagement on planning processes has consideration for equality.

## Southwark local context

Southwark is a unique, vibrant borough and our greatest asset is our residents and communities. Our vision is for united, connected communities across the whole borough.

We're committed to working with our organisations, to challenge ourselves and others to be better at every opportunity. We are committed to promoting equality, especially ensuring all of our residents can feel included, and play an active role in shaping our neighbourhoods and local areas.

## Southwark Stands Together

The SCI, and our additional work around consultation and engagement support the wider objectives of [Southwark Stands Together](#), a long term programme of positive action, education and initiatives working with staff and the community to tackle racism, injustice and inequalities.

This borough-wide initiative seeks to address the injustice and racism encountered by Black, Asian and minority ethnic communities and to the health inequalities exposed by COVID-19.

## Fairer Future Principles

The SCI builds on our [Fairer Future Principles and Values](#), and seeks continuous engagement with residents and the wider community in the planning process.

## Council's Approach to Community Engagement

The SCI aligns and is underpinned by the Council's Approach to Community Engagement, that sets out how we will ensure that we support meaningful engagement and are inclusive.

We will make particular effort to connect with seldom heard communities and those likely to be most affected by regeneration, planning policy and planning applications.

We also recognise that everyone's needs are not the same. We will provide engagement and consultation in plain language and provide materials in a variety of formats to support our varied communities to get involved.

We are committed to building knowledge and understanding of all of our local communities. This includes local and borough wide demographics and information about the needs of our communities through feedback, consultation and engagement, local and national research.



# PUBLIC SECTOR EQUALITY DUTY

## Public Sector Equality Duty (PSED) and planning

The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day to day business of public authorities. The Public Sector Equality Duty (PSED) was created under the Equality Act 2010 and 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.

The PSED requires us to consider how we can positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected into the design of planning policies and the delivery of services, including throughout the course of determining a planning application.

## Protected characteristics

Protected characteristics are the nine characteristics currently protected by equality legislation. They are:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Marriage or civil partnership
- Race
- Religion or belief
- Sex
- Sexual orientation.

We also pay consideration to the socio-economic disadvantage of our residents and communities.

## How we will meet the PSED in Planning

We will deliver the PSED through our plan making and planning application processes.

We find out as much as we can about the needs and make up of our local communities in a relevant and proportionate way. We will use local and national data, local intelligence and information gathered through engagement activity, both in our neighbourhoods and considering wider borough needs for particular protected characteristics.

We will consider how any local plan or planning application will positively meet diverse needs, address disadvantage, and foster good community relations and promote equality.

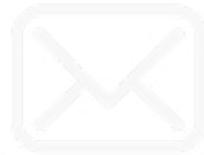
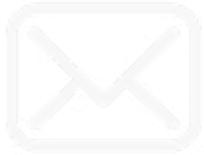
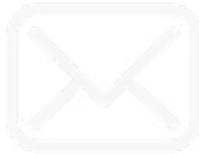
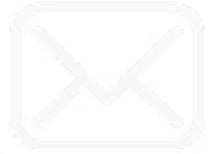
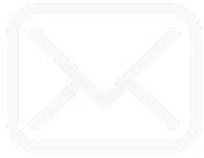
We will report at each stage of the preparation of the plans and development proposals and there will be an account of how local needs and make up have been considered and how an understanding of the local community and their needs has developed.

This will be undertaken through producing an **Equality Impact Assessment (EQIA)** a tool to help us implement the Public Sector Equality Duty at the heart of our decision making and daily practice.

Developers must submit detailed **Equalities Impact Assessments** for larger planning applications. The PSED does not apply to developers or applicants. However, with certain planning applications it is appropriate for developers and applicants to aid us in meeting this duty, by considering potential equalities issues.

A proportionate equalities assessment should be made for every planning application. The planning officer will assess what the potential equalities issues are and any mitigation possible.

**DIGITAL  
STRATEGY**



# DIGITAL STRATEGY

We are leading the way to make planning a digital service.

Digital tools will provide more detailed and easily searchable information online. We are working with the Greater London Authority, Central Government and other local authorities to improve the service we provide through new digital services and technology.

Digital tools being developed will make planning more understandable and straightforward for individual applicants, with faster decisions being made, whilst others, focused on larger developments, will enable the decision making process to be more open and transparent.

## Digital Planning Service

We are working on a number of innovative digital planning service projects that will allow us to deliver an improved service to all who use our service, and move towards a data-first, rather than document first approach for improved monitoring and data management.

The projects under development and include:

- The **Back Office Planning Service (BOPS)** project that is exploring improved ways to processing planning applications;
- **Reducing Invalid Planning Applications (RIPA)** project that is seeking to simplify the application submission process;
- Providing transparent information on all **Community Infrastructure Levy and legal (Section 106)** agreements so that the website shows all of the contributions negotiated, when it is due and if it has been paid alongside the projects where it is spent. This will be achieved through a new online module that is now available online [here](#).

## Affordable Housing monitoring

We are working with different partners to provide [clear and timely information](#) on the affordable housing stock in the borough so that we can accurately and efficiently monitor the number and delivery of affordable housing.

## Accessible information

Planning documents that are simple and easy to use online. They will be written with links to more information and websites where this is available.

## Comprehensive data

We are improving the website to provide comprehensive data about developments that have taken place in Southwark and planning permissions in Southwark since 2004. This will include housing, offices, shops, open space, community uses and other issues.

This will include a register of all social rented and intermediate homes, which have been permitted since 2004, so that we will have accurate figures on where they are being provided.

## Easier to find issues

We are developing a tool to make finding out about planning issues easier. It will allow the public to check if they need planning permission and, if so, it will identify any potential issues that relate to the development before making a planning application making it simpler to complete a planning application.

This will help to speed up the planning process and increase the likelihood of gaining a planning permission.

# DIGITAL STRATEGY

## Interactive maps

We are also working on how we can improve accessing information about planning applications online. This will include mapping planning applications so that it is easier for the community to see what is going on in their area.

The Old Kent Road Opportunity Area has interactive mapping online to show where applications have been approved and for what kind of development. This will be extended for the rest of the borough.

## Self-Service Portal

LB Southwark is working with a number of consultants to digitise the planning process to improve the system for planning officers and for those who interact with it.

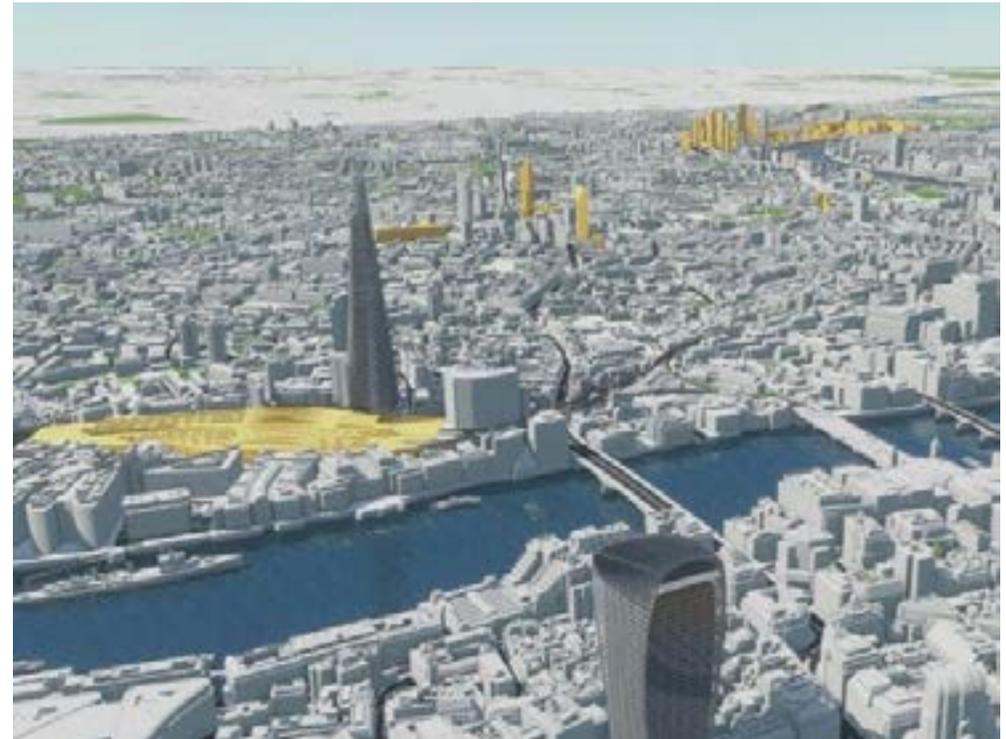
This will have a public facing aspect where applicants and local residents will be able to access information on planning applications, planning constraints and planning policy.

## 3D models

We require the submission of a 3D model of a proposed development for strategic applications. We insert the model into VU.CITY, a 3D model of the borough, so that we can visualise the proposal and better understand its scale and size, and how it relates to its context. This must be submitted with the scale and the program it was developed in.

## Digital Inclusivity

The Planning Team is working with the Digital Inclusion team to understand how planning consultation can be improved to ensure that all residents have access to engaging with the planning process.



VU.CITY model (Image: VU.CITY)

The background features a repeating pattern of three types of light gray icons: an envelope, a group of three people, and two speech bubbles. These icons are scattered across the white background, creating a subtle, thematic pattern.

**ADDITIONAL  
INFORMATION**

# ENGAGING WITH US: FIND OUT MORE

## Planning Policy

[Development Consultation Charter \(DCC\)](#)

Our [Local Plan](#) and [Planning Policies Map](#)

Digital Projects

## Post Planning

[Section 106 and Community Infrastructure Levy \(CIL\)](#)

[How to report a planning breach](#)

## 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](#)

## 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](#)

# GLOSSARY

**Advertisement control:** Advertisements depending on their type require planning permission, advertisement control is the processing of policing advertisements.

**Cabinet:** The Cabinet is made up of a Leader, a Deputy Leader and up to 10 councillors appointed by the Leader. Each holds a special portfolio of responsibility. The Cabinet meetings are open to the public.

**Council Assembly:** The council assembly is the meeting of all 63 elected councillors sitting on the council. It's chaired by the Mayor of Southwark.

**Environmental Impact Assessment (EIA):** A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

**Lawful Development Certificate (LDC):** A certificate issued by a local planning authority stating that an existing or proposed use is considered lawful for planning purposes.

**Listed building consent:** Consent required for the demolition, in whole or part of a listed building, or for any works of alteration or extension that would affect the character of the building.

**London Plan:** The Mayor of London is responsible for producing a new planning strategy for the capital. The London Plan is the name given to the Mayor's spatial development strategy.

**Major development:** 10 or more homes/over 1000 sqm commercial floorspace.

**Minor development:** Less than 10 homes/ less than 1000 sqm commercial floorspace.

**National Planning Policy Framework (NPPF):** National planning policy for which the central government is responsible.

**Neighbourhood Plan:** A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

**Public Sector Equality Duty (PSED):** The Public Sector Equality Duty (PSED) contained in Section 149 (1) of the Equality Act 2010 imposes a duty on public authorities to promote equality in the exercise of their functions.

**Major Planning Application:** Applications for development of between 10 - 49 homes and 1,000 sqm - 3,499 sqm commercial floorspace.

**Planning breach:** The failure to obtain planning permission or comply with the details of a permission.

**Prior approval:** A procedure where permission is deemed granted if the local planning authority does not respond to the developer's application within a certain time.

**Reserved matters:** Aspects of a proposed development which an applicant can choose not to submit details of with an outline planning application. Matters reserved for later determination, for example.

**Southwark Plan (2022):** Southwark's Local Plan - A Local Plan is the plan for the future of the borough, drawn up by the Local Planning Authority (Southwark Council) in consultation with the community.

**Strategic development:** 50 or more homes/over 3500 sqm of commercial floorspace.

**Validation requirement:** A document or piece of evidence that must be submitted with a planning application otherwise it cannot be determined.

**Variation of conditions:** An application to request the removal or change of a condition attached to a planning permission.

**Fairer future**

Delivering our promises

*Southwark*  
Council  
southwark.gov.uk

