



The Planning  
Inspectorate

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Planning Policy  
5<sup>th</sup> Floor, Laurence House  
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London  
SE6 4RU

Our Ref: PINS/C5690/429/4, PINS/C5690/429/5

Date: 18 September 2012



Dear Brian

**SERVICE LEVEL AGREEMENT RELATING TO - LEWISHAMS TOWN  
CENTRE AAP & SITE ALLOCATIONS PLANS**

Thank you for returning a signed copy of the Service Level Agreement. This has now been ratified.

A copy of the Service Agreement is enclosed.

Yours sincerely

*Stephen Davies*

Stephen Davies  
Plans Team



INVESTOR IN PEOPLE



**SERVICE LEVEL AGREEMENT BETWEEN THE PLANNING  
INSPECTORATE AND LEWISHAM COUNCIL**

**THIS SERVICE LEVEL AGREEMENT RELATES TO THE LEWISHAM  
TOWN CENTRE AAP & SITE ALLOCATION LOCAL PLANS**

**THIS SERVICE LEVEL AGREEMENT IS NOT LEGALLY BINDING**

LONDON BOROUGH	PLANNING SERVICE
DATE REC'D	20 SEP 2012
CASE No	-----
REGD No	-----

**SECTION 1: INTRODUCTION**

- 1.1** This is an agreement between the Local Planning Authority (LPA) indicated above and The Planning Inspectorate. It sets out the steps each party will have to take to deliver an efficient examination and reporting process.
- 1.2** Both the Planning Inspectorate and the LPA will use their best endeavours to adhere to the requirements set out in this Service Level Agreement. Where, for any reason, either party is unable to adhere to the agreement, or any details previously agreed need to be changed, the other party will be notified as soon as possible.
- 1.3** All correspondence from the LPA regarding this agreement or the examination should be directed through the appropriate Planning Inspectorate Plans team. General contacts for Local Plan work are Stephen Carnaby (0117 372 8468) and Steve Davies (01173726247). Correspondence should be addressed to Room 3/12 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.

**SECTION 2: SUBMISSION OF DOCUMENT**

**2.1 The Planning Inspectorate will:-**

- a. seek to appoint an Inspector on submission of a Local Plan, provided the Planning Inspectorate have received the material and matters listed in paragraph 2.2;
- b. appoint a further Inspector(s) or other specialist advisor(s) to assist the Inspector, if and when deemed necessary.

**2.2 LPA will provide:-**

- a. two paper and one electronic copies of the Local Plan;
- b. one hard copy and one electronic copy of the representations received under Regulation 20;
- c. the regulation 22(c) consultation statement setting out how the LPA has complied with regulations 18 & 19;
- d. a copy of the adopted SCI, where one exists;
- e. the final Sustainability Report, together with any supporting documents;
- f. a submission policies map, if the adoption of the Local Plan would result in changes to the adopted policies map;
- g. an estimate of the likely duration of any hearing part of the examination;

- h. the preferred date for the opening of any hearing part of the examination;
- i. the contact details of the appointed Programme Officer;
- j. details of the proposed venue(s) for any hearing part of the examination.
- k. a full and complete evidence base on submission (the **LPA should not produce topic papers post submission**, but instead may be asked at the PHM (Pre-Hearing Meeting) by the Inspector to produce papers specifically addressing issues identified by the Inspector).

### **SECTION 3: PROGRAMME OFFICER**

#### **3.1 LPA will:-**

- a. provide an appropriately trained Programme Officer to be in post at the date of submission of the Local Plan. We strongly recommend that the Programme Officer is in place by regulation 19 i.e. publication stage. The Programme Officer must have no connection with the preparation of the submitted Local Plan;
- b. provide suitable accommodation for the Programme Officer, with IT and communication facilities, which, during the hearing part of the examination, should be adjacent to the examination venue and accessible to members of the public; and
- c. ensure that all communication between the Inspector and the LPA or those making representations will be through the Programme Officer.

### **SECTION 4: HEARING PART OF EXAMINATION**

#### **4.1 The Planning Inspectorate will**

- a. seek to ensure, except where multiple Plans are submitted, any hearing part of the examination will commence no later than 14 weeks after submission (or in accordance with dates set out in the local authority LDS where this period is greater than 14 weeks), subject to the LPA carrying out the requirements set out in paragraph 2.2 and 4.2. Where multiple Plans are submitted appropriate arrangements will be made to identify the priority of any given Plan, notably where the multiple submission includes the strategic level of the Local Plan (Core Strategy).

#### **4.2 LPA will**

- a. ensure the database of representations and LPA's summary of the main issues raised in the representations is available upon submission of the Local Plan to the Planning Inspectorate;
- b. provide accommodation and facilities for the hearing part of the examination including separate working accommodation for the Inspector; and

- c. arrange car parking facilities for the Inspector, if possible and requested to do so, where the use of public transport is not practicable.

## **SECTION 5: THE PRE-EXAMINATION PROCESS**

### **5.1 The Planning Inspectorate will**

- a. provide that where one or more Pre-Hearing Meetings (PHMs) are required, a PHM will be arranged no later than 6 weeks before the opening of any hearing part of the examination;
- b. set out the procedure for the hearing part of the examination and the timetable for any additional material required by the Inspector; and
- c. if necessary, postpone the opening of any hearing part of the examination where the LPA has failed to make the provisions required under paragraph 5.2, or where any issue(s) identified by the Inspector on the Local Plan warrant a postponement.

The Inspector will conduct the examination in accordance with the principles established at the PHM.

### **5.2 LPA will**

- a. at least two weeks prior to the PHM, provide the Inspector with any updates of the information provided for examination as described in paragraph 2.2.
- b. ensure all procedural requirements as described in the Regulations have been met;

## **SECTION 6: THE INSPECTOR'S REPORT**

### **6.1 The Planning Inspectorate will**

- a. advise the estimated date of the delivery of the report with the LPA, this date to be announced by the Inspector at the end of the last session of any hearing part of the examination (any change to the estimated date to be confirmed to the LPA in writing);
- b. send the Inspector's draft report to the LPA for factual checking. The report will not refer in detail to the cases for the LPA or the person(s) making representations;
- c. subject to the availability of the Inspector provide the final report, after receipt of the report back from the LPA for fact check, within 5 working days of being requested to do so; and
- d. within 40 working days of sending the Inspector's draft report to the Council, send the LPA an invoice, to cover the cost of work up to the completion of the report. The current daily fee for an Inspector can be found in SI 2006/3227.

**6.2 LPA will**

- a. seek correction of errors on matters of fact or seek clarification of the draft report within 10 working days of its receipt;
- b. send a copy of the adopted Local Plan to the Planning Inspectorate within 20 working days of the publication; and
- c. pay the invoice from the Planning Inspectorate to the LPA within 20 working days of its receipt date by the council.

SIGNED FOR THE COUNCIL:

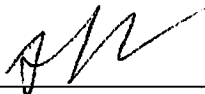


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Name: Brian Regan  
Position: Planning Policy Manager

Date: 14<sup>th</sup> September 2012

SIGNED FOR THE PLANNING INSPECTORATE:



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Name: ANDY GADSBY  
Position: LOCAL PLANS TEAM

Date: 18/9/12