

statement of community involvement

local development framework



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1. Introduction

1.1 The Statement of Community Involvement sets out how the community can be involved with planning in the London Borough of Lewisham. It has been prepared to ensure that consultation forms an integral part of the planning activities of the Council. The statement also aims to ensure that local communities know when, how and for what reason a consultation is to happen.

1.2 **The key objectives for consultation on planning matters are:**

- **Consultation should be fit for purpose, meaning that the nature of the matter being considered will influence the type of consultation undertaken. This will be influenced by the resources available and the ability of the community to participate and respond.**
- **Consultation should commence early in the process to enable the community to influence decisions and to seek consensus on essential issues (wherever possible).**
- **Consultation should encourage wide community involvement and participation should be relevant to people's experiences so as to get the community interested and involved.**
- **Consultation should be continuous, with opportunities for ongoing involvement.**
- **Consultation should be undertaken with clear processes and well understood ground rules. Involvement should also extend beyond those who are familiar with the system, and should extend to hard-to-reach groups.**

1.3 The Statement of Community Involvement is a planning document which forms part of the Local Development Framework. The Local Development Framework is a collection of documents which contain the Council's planning policies, strategies and guidance which is used to make decisions on planning applications.

1.4 The following provides an overview of each section of the Statement of Community Involvement:

- **Section 2 – Stakeholders** outlines how the Council has arranged stakeholders in order to direct consultation to the right people at the right time. The groups identified in this section are used to help explain the consultation arrangements outlined in Section 5 – Local Development Framework.
- **Section 3 – Consultation tools** outlines the range of tools (or methods) which can be used in planning consultation and the circumstances where they may be used. The tools identified explain the type of consultation to be undertaken as outlined in Section 5 –

Local Development Framework and Section 6 – Planning applications.

- **Section 4 – Important information** outlines how planning information can be accessed and where the community can go for assistance and planning advice. This section also contains a range of other information relating to consultation and the planning system.
- **Section 5 – Local Development Framework** outlines how the community can be involved with the preparation of planning documents proposed for inclusion in the Local Development Framework. This section also applies to changes to documents already within the Local Development Framework.
- **Section 6 – Planning applications** outlines how the community can be involved with the processing of planning applications.
- **Section 7 – Resources and monitoring** outlines the Council's commitment to implementing the consultation identified in the Statement of Community Involvement. It also outlines that the Annual Monitoring Report will review the suitability of consultation and its effectiveness on a regular basis.
- **Appendix 1 – Background to the planning system** provides background information on the planning system and the Local Development Framework.
- **Appendix 2 – Sustainability appraisal** provides an overview of how considerations of sustainability are integrated into the preparation of planning documents.
- **Appendix 3 – The tests of soundness** is important in relation to how proposed planning documents are to be assessed.
- The meaning of key words used in the planning system has been included as **Appendix 4**. Further, footnotes are used where possible to detail relevant technical and/or statutory information which is not essential to understanding the Statement of Community Involvement.



2. Stakeholders

2.1 This section outlines the various stakeholders involved in planning for the future of the borough. The broad groups identified are derived from government guidance (Planning Policy Statement 12 Local Development Frameworks), with the specific stakeholders determined locally. The groups and stakeholders identified help explain the consultation arrangements outlined in Section 5 of the Statement of Community Involvement.

Specific Consultation Bodies

2.2 The following bodies are Specific Consultation Bodies:

- the Mayor of London
- all adjoining boroughs
- the Countryside Agency
- the Strategic Rail Authority
- the London Development Agency
- any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003
- the Environment Agency
- Highways Agency
- English Nature
- the Historic Buildings and Monuments Commission for England (English Heritage)
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority
- any of the bodies from the following list which is exercising functions in any part of the area of the local planning authority:
 - Strategic Health Authority
 - person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
 - sewerage undertaker
 - water undertaker.
- The Council also includes the Government Office for London within the Specific Consultation Bodies.

2. Stakeholders - continued

General Consultation Bodies

2.3 The following bodies are General Consultation Bodies:

- bodies representing the following sections of the Lewisham community (hard-to-reach groups):
 - children and young people
 - older people
 - minority ethnic people
 - faith/religion
 - gender groups
 - gay and lesbian people
 - disabled people
- bodies which undertake voluntary activities which benefit any part of Lewisham
- bodies which represent the interests of people carrying on business in Lewisham
- bodies which represent residents.

2.4 Creating an Inclusive Lewisham – Lewisham Council’s Equality and Diversity Policy (2002) has been used to identify the hard-to-reach groups which are relevant in the local context. Those interested in finding out information about the diversity of the Lewisham community can do so by contacting the Council or visiting the Lewisham website (www.lewisham.gov.uk).

2.5 The Local Development Framework Database contains the details of which groups and organisations the Council has identified as fitting the above categories. Groups and organisations which believe they fit into the above categories (and who are not already on the database) should contact the Council and request to be added as a General Consultation Body.



Other Consultees

2.6 There are a range of Other Consultees which have an interest in planning. Below is a list of the types of Other Consultees relevant in the Lewisham context:

- conservation groups
- environmental groups
- construction industry
- schools/educational
- development industry
- amenity societies
- institutions
- public agencies
- utility companies
- housing associations
- Transport for London
- transport groups
- Metropolitan Police
- Lewisham Strategic Partnership
- National Health Service
- individuals
- London Fire and Emergency Planning Authority.



2.7 The Local Development Framework Database contains the details of many individuals, groups and organisations which have requested to be involved with planning in Lewisham. These consultees will be used in the first instance to determine the range of Other Consultees which are to be consulted in any given circumstance. It is also important to note that many of the Other Consultees may also fall within another stakeholder category (having regard to the type of matter being consulted on and/or the group/individual request to be involved).

2.8 Those wishing to be added to the list of Other Consultees should contact the Council. The Council, through the Planning Newsletter and other consultation documents, makes regular requests for those who wish to be added to the Local Development Framework Database to make themselves known to the Council.

Document Consultees

2.9 Document Consultees are individuals and bodies who have chosen (either by request or by making a submission) to be involved in the preparation of a particular planning document. They will often be bodies who fit within the other categories outlined above. These consultees will be consulted on that document up until it is adopted in accordance with the Statement of Community Involvement.

3. Consultation tools

3.1 This section outlines the range of tools (or methods) which can be used in planning consultation and the circumstances where they may be used. The tools identified are used to help explain the type of consultation to be undertaken as outlined in Section 5 – Local Development Framework and Section 6 – Planning Applications.

Lewisham Life

3.2 Lewisham Life is the official magazine of the Council, informing local residents and businesses about what the Council is doing and why. It is produced six times a year (ten times from September 2006) and delivered door-to-door throughout the borough. It is also available from libraries and on the Lewisham website. Lewisham Life may be used to inform the community of planning activities on an ad-hoc basis. It will not, however, be the sole means by which important information is conveyed to the community.



Annual survey

3.3 An annual survey is undertaken borough-wide on the Council and its performance. The Planning Service will draw out any planning-related outcomes from the annual survey at the beginning of the preparation of each planning document.

Consultation Finder

3.4 Consultation Finder is an online database of corporate consultation activities undertaken by the Council. It stores information relating to the consultation activities undertaken across all of the Council's services and it details the views expressed by the community. Consultation Finder can be searched in a number of ways (e.g. by area of interest, by ward) to extract relevant information.

3.5 The following corporate consultation tools have their outcomes documented on Consultation Finder:

- Citizens' Panel – This is a broadly representative sample of 1,000 Lewisham residents who are consulted on strategic related issues affecting the borough.
- Community E-Panel – The E-Panel is an online consultation tool where the community can register to provide feedback online to the Council about important local issues. It principally involves the participation in a number of online surveys throughout the year.
- Area Forums – The Council has established a constitutive area network of forums to enable councillors and officers to hear the community's issues.

3.6 It is intended that Consultation Finder will be thoroughly searched for relevant planning issues at the beginning of the preparation of each planning document. Further, opportunities to utilise the corporate panels specifically for planning consultation will be considered where appropriate.

Planning Newsletter

3.7 The Planning Newsletter will provide a mechanism to keep the public informed on the preparation and implementation of the Local Development Framework. The Planning Newsletter will be issued at least twice a year.

3.8 The Planning Newsletter will be distributed to all Specific and General Consultation Bodies and Other Consultees. It will also be distributed to Document Consultees if the newsletter contains articles of interest to the Document Consultees. The Planning Newsletter will also be available at the Planning Information Office. To ensure cost-effective distribution, the Planning Newsletter will be distributed along with other consultation material where possible. It may also be used to provide a consistent format for all general communication (hence distribution will probably be more than twice a year).



Planning application-specific consultation tools

3.9 Alconet is available on the Lewisham website and provides information on planning applications and planning appeals, including drawings and plans. It can identify the status of an application as well as a wide range of other information relating to planning applications. It also has a search function which allows the community to search applications in a number of ways (e.g. by ward, by address).

3.10 A local meeting is a meeting held between an applicant for planning approval, those third parties who made representations, and the Council to discuss a planning application prior to a decision being made. The purpose of such a meeting is to give all parties an opportunity to discuss the proposals on an informal basis. Whilst some local meetings might need to be managed on a more formal basis involving all those who have made representations, much can be gained (greater and more informed dialogue) by discussing the various issues with a smaller group of third-party representatives.

3. Consultation tools – continued...

- 3.11 A drop-in session may be held in place of a local meeting, where appropriate. A drop-in session involves interaction between an applicant and those that have made representations to a planning application in an informal setting, allowing greater opportunity for information sharing and one-to-one discussions.
- 3.12 Planning application consultation arrangements – From time to time, the Council may make arrangements with an organisation or group (most likely a statutory authority) to determine how best the Council can consult with that organisation or group on planning applications. This will only occur where there is a genuine benefit to be derived to the planning application process, having particular regard to resourcing and timeliness. Such arrangements are at the sole discretion of the Council.
- 3.13 The Design Panel and the Amenity Societies Panel have been established to provide design advice to the Council on certain planning applications (see Section 6 for the types of planning application that are included in the agendas for these panels). Both panels provide advice only, and this advice is one of the factors that is taken into account when determining a planning application for which comments have been made. The weight that is given to that advice is a matter solely for the Council (or senior council officer where a delegated decision is made).

General consultation tools

- 3.14 The following outlines other consultation tools which the Planning Service may use as part of its consultation activities.
- Public exhibitions/road shows involve the presentation of planning information in a location accessible to the community and/or in a location local to the subject of the planning information. It would normally be staffed. The use of art and other creative means to express planning information and ideas will be considered to increase accessibility to all in the community.
 - Poster campaigns involve the display of information in key locations throughout the borough (e.g. libraries, town centres and public transport). They are designed so as to attract attention and provide a snapshot of information which people can follow up on in more detail if interested.
 - Workshops provide the opportunity to work through issues in detail and could include a range of activities, from in-depth exploration of case studies, planning for real exercises and enquiry by design. They may be best applied to assessing various options.

- Meetings are usually held to discuss a particular issue on a one-off basis. Public meetings are generally open to everyone and can be used to quickly gather the views of a range of people. One-to-one meetings are more targeted, allowing the Council to discuss in detail a particular matter with an individual or a particular group.
- Focus groups are small groups of people meeting with the Council to discuss a planning matter in depth. They may be used to discuss detailed local planning issues with a small group of stakeholders to gain a better understanding of their views and opinions. It must be stressed, however, that the views expressed by a focus group represent those participating and may not represent any broader community view.
- Letters/mail-shots are used to send individual letters to relevant people depending on the matter and are mainly used for statutory notification or to communicate with a specific group of bodies. The Planning Newsletter may be used where appropriate instead of letters.
- Questionnaires involve the asking of a specific set of questions for people to answer on a particular topic. Questionnaires may be used to gather initial information and views at various stages of policy planning.
- Local advertisement – a local advertisement is a notice inserted into the ‘notices’ section of a local paper circulating in the area to which the notice applies. Local advertisements are generally only used when required by a relevant statutory provision.



4. Important information

4.1 This section outlines important information relating to planning, consultation and how the community can access planning information. It is presented in a 'question and answer' style.

How can planning information and consultation material be accessed?

4.2 Information and consultation material can be accessed as follows:

	Planning Information Office	Lewisham Library	Council website
Current planning applications	✓		✓
Copy of current applications	✓	✓	✓
Historic planning applications	✓		
Application register	✓		✓
Decisions register	✓		
Planning agreements	✓		
Local Development Framework	✓	✓	✓
Annual Monitoring Report	✓	✓	✓
Consultation documents	✓	✓	✓
Reporting back information	✓		✓

Can I obtain written information in alternative formats?

4.3 Yes. The Council will provide advice and assistance to ensure all documents can be provided in alternative formats on request. The Council will also advise the community of the existence of this service as part of its consultation documents. Some common alternative formats include languages other than English, large print, audio, CD-ROM, PDF and Braille. Those in the community requiring alternative formats are encouraged to discuss their requirements with the Council.

Is there a mailing list for keeping me informed on planning activities?

4.4 Yes. The Council has developed a Local Development Framework Database which you can request to be added to if you want to be contacted about planning matters in the borough (mainly through the Planning Newsletter). Contact the Council if you would like to be added.



Who is on the Local Development Framework Database?

4.5 The Local Development Framework Database contains the names of individuals, groups and organisations on which the Council holds contact information for the purpose of consulting with them on matters relating to the Local Development Framework. The names of the groups and organisations contained on the Local Development Framework Database can be inspected at the Planning Information Office.

How can I speak to a council officer?

- 4.6 The Council operates a system whereby a Planning Information Officer is available to telephone or on a drop-in basis at the Planning Information Office. This officer can assist with access to information and general advice on planning applications (limited to initial enquiries only) and policy planning. See the inside of the back cover of this document for key contact information.
- 4.7 Anyone wishing to speak in person to a Planning Officer about a specific matter should call first to make an appointment to ensure that the officer is available. This will allow for that officer to spend time with the person to ensure they have all the information they need.

How do I make a written representation to the Council?

4.8 Those wishing to make a written representation/submission on a planning document or planning application can do so in the following ways:

- by sending a letter to the Council
- online via the Council's website (www.lewisham.gov.uk)
- by email (planning@lewisham.gov.uk).

See the inside of the back cover of this document for key contact information.

Where can I go for independent advice?

4.9 Planning Aid for London is a registered charity and may be able to provide advice to individuals and groups unable to afford professional consultants. The details for Planning Aid for London are:

Planning Aid for London
Unit 2, 11–29 Fashion Street, London E1 6PX
Tel: 0207 247 4900

Fax: 0207 247 8005

Website: www.pafl.org.uk

Email: info@planningaidforlondon.org.uk

4. Important information

How can I comment on, compliment or complain about the service I receive?

4.10 It's the community's feedback that helps the Council improve the way things are done. If you would like to make a comment, give a compliment or complain, you can contact the Planning Service on 020 8314 7400 or fill out a form available on the Lewisham website or from the Council. The Council can also provide you with information about how to complain to the Local Government Ombudsman.

How does the Lewisham Community Strategy fit in with the Local Development Framework?

4.11 The Lewisham Community Strategy was produced through wide community consultation by the Lewisham Strategic Partnership and it outlines a programme for improving the economic, social and environmental well-being of Lewisham. The Local Development Framework provides an opportunity to advance the Community Strategy's directions, particularly those that are land-use based, and have regard to the broader priorities identified for the borough. The Lewisham Community Strategy and the Lewisham Strategic Partnership are therefore important considerations in planning at Lewisham.

What if I have special requirements stopping me from participating?

4.12 The Council is conscious of the need to ensure all in the community are able, if they so choose, to participate in planning at Lewisham. The Council also recognises that many have requirements that need to be considered before they are able to participate (e.g. a disability, caring responsibilities, limitations on availability, mobility issues). In order to accommodate any special requirements people may have in order to participate, people can contact the Planning Service so that suitable arrangements (where feasible) can be put in place.

What is meant when the Council says it will do something where/as appropriate?

4.13 Planning is very diverse in the issues it deals with and the people it impacts on. It is not possible to determine every possibility and, to this extent, the Statement of Community Involvement is intended to be flexible enough to accommodate various circumstances as they arise. In situations where there will be a need for the Council to exercise discretion in deciding how something should be dealt with, the terms 'where appropriate' or 'as appropriate' are used to reflect the reality

that something will only happen if, having regard to the specific circumstances of the matter being considered, the Council considers it is a suitable and/or reasonable approach to take. Anyone in the community is able to raise and discuss with the Council circumstances where they think an action was not appropriate.

What is the role of my ward councillor?

4.14 Ward councillors receive notification of planning applications and are able to initiate the holding of a local meeting/drop-in session by the Council, as outlined in Section 6. The community are able to contact their ward councillor(s) about their concerns in relation to any planning matter. Councillor information can be obtained from the Council and on the Lewisham website.



5. Local Development Framework

5.1 This section outlines how the community can be involved with the preparation of planning documents proposed for inclusion in the Local Development Framework¹. There are two types of documents covered in this section as follows:

- Development Plan Documents, which are the main basis upon which decisions on planning applications are made. A Development Plan Document may cover the whole of the borough, a particular area of the borough, or a particular planning topic or theme (e.g. housing).
- Supplementary Planning Documents, which contain information and guidance in relation to policies in a Development Plan Document. Supplementary Planning Documents only elaborate and/or explain policies already contained in a Development Plan Document.

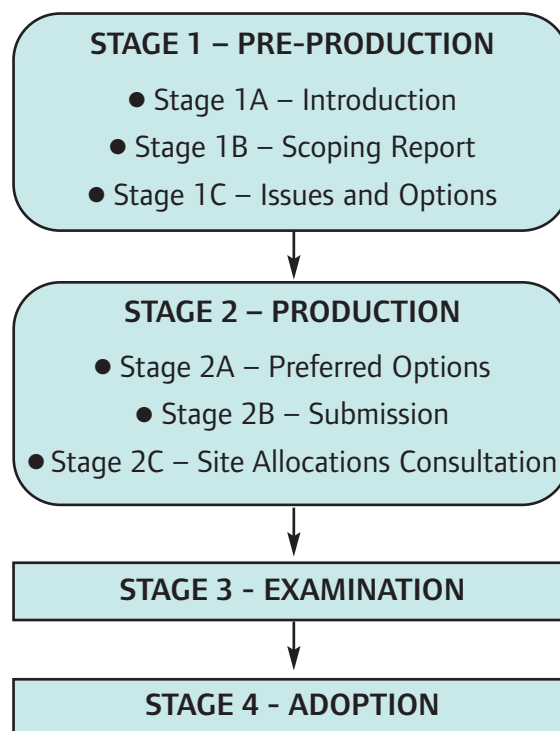
5.2 The Local Development Scheme (LDS) is the document setting out the Council's intentions for its Local Development Framework, in particular the Development Plan Documents and Supplementary Planning Documents it intends to prepare over a three year period and the timetable for their production and review. Appendix 1 provides background information on the Local Development Framework.

Development Plan Documents

5.3 Every Development Plan Document the Council prepares has to go through a number of stages, with consultation taking place at certain points along the way. The following section details each stage and the consultation the community can expect (as a minimum) when Development Plan Documents are being prepared.

5.4 A key feature of the preparation of a Development Plan Document is that it will be tested at an independent examination in public to determine whether it is sound. A Development Plan Document will be sound if it meets the tests outlined in Appendix 3. The presumption will be that the Development Plan Document is sound unless it is shown to be otherwise as a result of evidence considered at the examination.

Development Plan Document consultation stages



¹. It is important to note that this section also applies to the modification of documents already within the Local Development Framework as if the proposed modification was a new document.

Stage 1 – Pre-production

5.5 The first stage of preparing a Development Plan Document involves telling the community about the document being prepared, gathering facts and information (known as the evidence base), and developing issues and options. Three distinct consultation activities will take place.

	Stage	Purpose	Consultation
5.6	Stage 1A – Introduction	To raise awareness of the document and advise the community of its scope and timetable for preparation. Those interested in the document will be able to request to be included as a Document Consultee.	The Council will: <ul style="list-style-type: none"> ● place an article in the Planning Newsletter and ● establish a page for the document on the Lewisham website.
5.7	Stage 1B – Scoping Report	To gather input into the Scoping Report ² which documents the evidence base and provides an outline of the issues.	The Council will: <ul style="list-style-type: none"> ● consult (by mail-out) with the Specific Consultation Bodies ● consult (by mail-out) with the Document Consultees. This may take the form of an article in the Planning Newsletter. ● make the Scoping Report accessible on the Lewisham website, at the Planning Information Office and at all libraries. <p>The consultation period will be at least five weeks.</p>
5.8	Stage 1C – Issues and Options	To consult on the issues and possible options for the document being prepared. This consultation may not be a single consultation activity but may be a series of activities.	The Council will: <ul style="list-style-type: none"> ● consult (by mail-out) with the Specific Consultation Bodies ● consult the General Consultation Bodies and Other Consultees (to the extent that the Council considers the proposed subject matter affects that body) and Document Consultees using methods outlined in the consultation tools ● ensure that written material produced will be available on the Lewisham website, at the Planning Information Office and at all libraries.

1. It is important to note that this section also applies to the modification of documents already within the Local Development Framework as if the proposed modification was a new document.

5. Local Development Framework

	Stage	Purpose	Consultation
5.9	Reporting Back	Reporting back will take place after Stage 1C and will involve the following: <ul style="list-style-type: none"> ● All written comments received will be available for inspection at the Planning Information Office. ● A summary of the comments received and of the Council’s response to them will be prepared and provided to Document Consultees (this may take the form of an article in the Planning Newsletter) and placed on the Lewisham website. 	

Stage 2 – Production

5.10 The second stage of preparing a Development Plan Document involves the review and consideration of the information and views collected in Stage 1 and producing preferred options. After consulting on the preferred options and reviewing them in light of what the community says, the Council then prepares and consults on the Development Plan Document prepared for submission to the Secretary of State. Two distinct consultation activities will take place.

	Stage	Purpose	Consultation
5.11	Stage 2A – Preferred Options	Stage 2A involves preparing and consulting on the preferred options for the Development Plan Document. These will be set out in a report. The community will also be able to review and comment on the sustainability appraisal of the preferred options ³ .	<p>The Council will:</p> <ul style="list-style-type: none"> ● consult (by mail-out) with: <ul style="list-style-type: none"> – Specific Consultation Bodies – General Consultation Bodies the Council consulted in Stage 1 – consultation participants – Other Consultees (to the extent that the Council considers appropriate). <p>This above consultation may take the form of an article in the Planning Newsletter providing an introduction to/summary of the Preferred Options Report.</p> <ul style="list-style-type: none"> ● ensure that written material produced to support consultation on the preferred options will be accessible on the Lewisham website, at the Planning Information Office and at all libraries ● give notice by local advertisement. <p>The consultation period will be six weeks.</p> <p>In addition to the above, and depending on the type of Development Plan Document which is being prepared, the Council will consider using methods from the consultation tools to consult as broadly as possible with the community on the preferred options.</p>

	Stage	Purpose	Consultation
5.12	Stage 2B – Submission	Stage 2B involves consulting on the Development Plan Document which has been submitted to the Secretary of State for independent examination.	<p>The Council will:</p> <ul style="list-style-type: none"> ● consult (by mail-out) with: <ul style="list-style-type: none"> – Specific Consultation Bodies – General Consultation Bodies the Council consulted in Stage 1 – consultation participants ● consult (by mail-out) with Other Consultees (to the extent that the Council considers appropriate). This may take the form of an article in the Planning Newsletter providing an introduction to/summary of the Development Plan Document – Submission Version. ● give notice by local advertisement ● ensure that the Development Plan Document – Submission Version and other material required to support it (including the Final Sustainability Appraisal) 1 are accessible on the Lewisham website, at the Planning Information Office and at all libraries. <p>The consultation period will be six weeks.</p>
5.13	Stage 2C – Site Allocations Consultation	Stage 2C involves consulting on the representations put forward as part of the ‘site allocations’ process. This is further explained in section 5.15.	<p>Immediately following the completion of Stage 2B, the Council will make all representations which raise matters relating to ‘sites’ available for further consultation. This will occur in the same manner as the Stage 2B consultation above.</p> <p>The consultation period will be six weeks.</p>
5.14	Reporting Back	<p>Reporting back will take place at the completion of Stage 2A and Stage 2B and will involve the following:</p> <ul style="list-style-type: none"> ● All written comments received will be available for inspection at the Planning Information Office. ● A summary of the comments received and of the Council’s response to them will be prepared and provided to Document Consultees (this may take the form of an article in the Planning Newsletter) and placed on the Lewisham website. 	

3. The Preferred Options stage includes consultation on the second output required as part of the sustainability appraisal. The Submission stage includes consultation on the third output required as part of the sustainability appraisal. Appendix 2 provides information about the sustainability appraisal of documents for inclusion in the Local Development Framework.

What is Stage 2C – Site Allocations Consultation all about?

- 5.15 Site allocations refer to specific geographic areas (e.g. individual land holdings, parks, conservation areas) where the Development Plan Document seeks to apply a specific policy (e.g. open space policy). The areas affected and the relevant policies are shown on what is called the Proposals Map. The Development Plan Document – Submission Version may include possible changes to the Proposals Map (e.g. adding a new policy, deleting an existing policy).
- 5.16 In order to give everyone the opportunity to comment on what others have said about site allocations, the Council is required to consult on any representations received relating to them. More specifically, the representations which will be the subject of Stage 2C consultation would have put forward any of the following:
1. alternative sites and/or
 2. additional sites and/or
 3. proposed changes to the boundaries of sites.
- 5.17 In Stage 2C, the community is able to make representations where they relate solely to the representations received in Stage 2B which relate to site allocations (1–3 above). The community at Stage 2C may not include further representations on the Development Plan Document – Submitted Version nor put forward further alternative or additional sites or boundary changes.

	Stage	Purpose	Consultation
5.18	Stage 3 – Examination	To advise relevant people of arrangements for the examination of the Development Plan Document.	<p>The Council will, at least six weeks before the opening of the examination:</p> <ul style="list-style-type: none"> ● advise (by mail-out) all Document Consultees ● give notice on the Lewisham website and by local advertisement. <p>Following the examination, the Inspector will produce a report with recommendations. This report will be binding on the Council and the Development Plan Document must be changed in accordance with the Inspector’s recommendations (unless the Secretary of State intervenes).</p>
5.19	Stage 4 – Adoption	The fourth and final stage of preparing a Development Plan Document requires that the Council adopt the Development Plan Document with the changes (if any) recommended by the Inspector.	<p>The Council will inform the community of the adoption by:</p> <ul style="list-style-type: none"> ● advising (by mail-out) the following: <ul style="list-style-type: none"> – Specific Consultation Bodies and Document Consultees (this may be through the Planning Newsletter) – anyone who requested to be notified ● inserting an article into the next Planning Newsletter

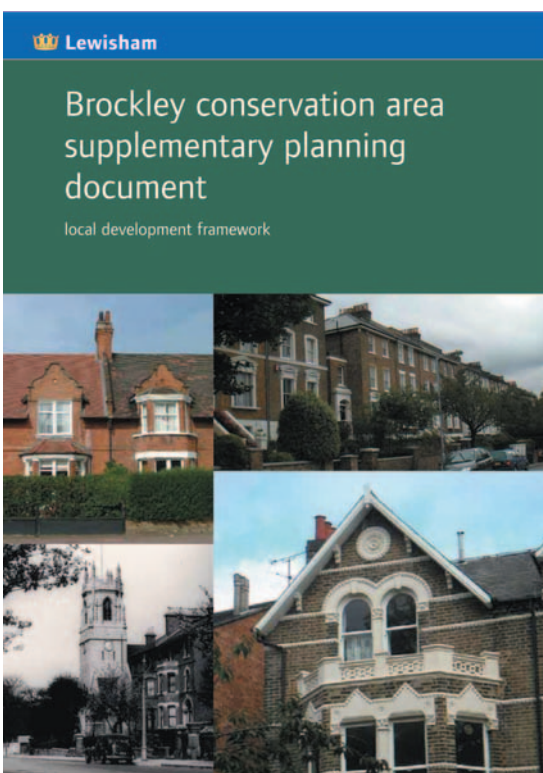
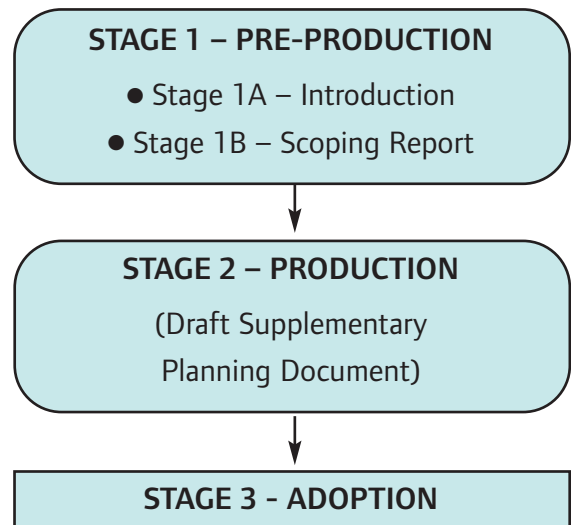
Stage	Purpose	Consultation
		<ul style="list-style-type: none"> ● making the adopted Development Plan Document, the Inspector’s Report and all other written material associated with the adoption accessible on the Lewisham website, at the Planning Information Office and at all libraries ● giving notice by local advertisement and on the Lewisham website.

5.20 The adoption of the Development Plan Document ends the formal process for preparing a Development Plan Document. Each Development Plan Document will be reviewed as part of the Annual Monitoring Report (see Section 7).

Supplementary Planning Documents

5.21 Every Supplementary Planning Document the Council prepares has to go through a number of stages, with consultation taking place at certain points along the way. These stages are outlined below. The following section details each stage and the consultation the community can expect (as a minimum) when Supplementary Planning Documents are being prepared.

Supplementary Planning Document consultation stages



5. Local Development Framework – continued...

	Stage	Purpose	Consultation
5.22	Stage 1A – Introduction	To raise awareness of the document and advise the community of its scope and timetable for preparation. Those interested in the document will be able to request to be included as a Document Consultee.	The Council will: <ul style="list-style-type: none"> ● place an article in the Planning Newsletter and ● establish a page for the document on the Lewisham website.
5.23	Stage 1B – Scoping Report	To gather input into the Scoping Report ⁴ which documents the evidence base and provides an outline of the issues.	The Council will: <ul style="list-style-type: none"> ● consult (by mail-out) with the Specific Consultation Bodies ● consult (by mail-out) with the Document Consultees. This may take the form of an article in the Planning Newsletter. ● Lewisham website, at the Planning Information Office and at all libraries. <p>The consultation period will be at least five weeks.</p>
5.24	Reporting Back	The Council will report back at the completion of Stage 1B by making all written representations received available for inspection at the Planning Information Office. The Council will also provide a summary of the consultation feedback and of the Council’s response to it on the Council’s website.	

Stage 2 – Production and Stage 3 – Adoption

	Stage	Purpose	Consultation
5.25	Stage 2 – Production	To consult on the draft Supplementary Planning Document.	The Council will: <ul style="list-style-type: none"> ● consult (by mail-out): <ul style="list-style-type: none"> – Specific Consultation Bodies – General Consultation Bodies and Other Consultees (to the extent that the Council considers the proposed subject matter affects that body) – Document Consultees ● ensure that the draft Supplementary Planning Document and other material required to support it (including the draft Sustainability Appraisal)⁵ are accessible on the Lewisham website, at the Planning Information Office and at all libraries

	Stage	Purpose	Consultation
			<ul style="list-style-type: none"> ● give notice by local advertisement. <p>The consultation period will be six weeks.</p> <p>In addition to the above, and depending on the type of Supplementary Planning Document which is being prepared, the Council will consider using methods from the consultation tools to consult as broadly as possible with the community on the draft.</p>
5.26	Stage 3 – Adoption	The third and final stage of preparing a Supplementary Planning Document requires that the Council adopt the Supplementary Planning Document after considering the representations received from Stage 2 and making any changes as appropriate.	<p>The Council will then inform the community of the adoption by:</p> <ul style="list-style-type: none"> ● advising directly (by mail-out) all Document Consultees ● inserting an article into the next Planning Newsletter ● making the adopted Supplementary Planning Document and all other written material associated with the adoption accessible on the Lewisham website, at the Planning Information Office and at all libraries ● giving notice by local advertisement and on the Lewisham website ● giving notice of the adoption to anyone who requested to be notified.
5.27	Reporting Back	The Council will report back at the time of adopting the Supplementary Planning Document by making all written representations received available for inspection at the Planning Information Office. The Council will also provide a summary of the consultation feedback and of the Council’s response to it to consultation participants. This may take the form of an article in the Planning Newsletter.	

4. The Scoping Report is the first output required as part of the sustainability appraisal. Appendix 2 provides information about the sustainability appraisal of documents for inclusion in the Local Development Framework.

5. Consulting on the draft Supplementary Planning Document includes consultation on the second output required as part of the sustainability appraisal. Appendix 2 provides information about the sustainability appraisal of documents for inclusion in the Local Development Framework

6. Planning applications

6.1 This section details how the community will be involved with the processing of planning applications (as a minimum). Planning applications arise when permission is sought by someone in the community (an individual, groups, a business, a public authority) to use or develop land. The Council must make a decision on whether planning permission should be given or refused after considering (amongst other things) what the Local Development Framework says should (or shouldn't) happen.

Pre-application consultation

6.2 Pre-application discussions can provide considerable benefits in the form of establishing goodwill, developing a proposal that has considered the views of the local community, and building a greater understanding of an application amongst stakeholders. It is also the case that formal objections to a planning application can often be avoided where the community are fully informed and feel that a proposal has taken into consideration things that matter to them. The Council strongly encourages all applicants to undertake pre-application consultation on all applications⁶.

6.3 The following table gives an indication of the range of consultation that could be undertaken. Applicants are encouraged to review this and formulate consultation having regard to their particular proposal and the role the community can play.

6.3A In addition to broader community pre-application consultation, many statutory authorities and agencies can provide important input and advice to applicants before applications are finalised and submitted. The Council therefore encourages applicants to consult with a wide range of statutory authorities prior to lodging applications (particularly major applications). This is especially important in the case of an authority who would be a statutory consultee and who will be given notice of the application once it is lodged with the Council.



6. The Council cannot require an applicant to undertake pre-application consultation and therefore the Statement of Community Involvement strongly encourages it as good practice for all applicants for planning permission to consider and undertake as appropriate.

Reason	Activity	Benefit
Information	Providing interested parties with advice that an application will be made and the nature of that application.	Prepares the community for future involvement through the statutory application process.
Comment	Providing the opportunity for interested parties to comment on a proposal before it is submitted.	Builds understanding of a proposal and allows changes acceptable to all parties to be made prior to the Council's involvement.
Research	Using the local community as a source of information and knowledge to inform the proposal (e.g. site constraints, opportunities, previous uses and activities, etc.).	Results in a proposal that is more locally responsive having considered a comprehensive range of factors.
Participation	Actively involving the community in developing the proposal (possibly beginning with the development of a framework within which a detailed proposal could be prepared).	Builds ownership of the proposal and a better understanding of the way it is structured.

6.4 It is important that applicants advise the Council of any pre-application consultation they intend to undertake in advance so that any queries from the community directed to the Council can be readily responded to. The Council is also able to provide advice to applicants on the type and extent of pre-application consultation that could be undertaken, including the identification of key groups/individuals in the community who may have a role to play.

6.5 When submitting an application, the applicant should provide a brief statement of any pre-application consultation undertaken and how the applicant has taken account of the comments made by the community.

6.6 The following table outlines the minimum consultation arrangements for planning applications. For the purpose of the Statement of Community Involvement, a major application is defined as an application which:

- **proposes 1,000sq.m. or more of new floorspace or 10 or more residential units**
- **may affect properties beyond those immediately adjacent in relation to noise, smell, vibration, dust, light, activity during unsocial hours, the attraction of crowds, and/or traffic**
- **would introduce significant change**
- **would affect the setting of a listed building and/or the character and appearance of a conservation area.**

6. Planning applications - continued...

Stage / how the Council will consult	
6.7	<p>Application submitted</p> <p>When a planning application is submitted, the details of the application will be entered onto the Statutory Register of Applications which is available for inspection at the Planning Information Office. Section 4 identifies where planning applications can be inspected.</p>
6.8	<p>Advertising and consultation</p> <p>Site notice</p> <p>For major applications a site notice will be displayed on all publicly accessible boundaries of the site. For all other applications a single site notice will be displayed in a prominent location on or near the site.</p> <p>Direct notification</p> <p>For major applications the Council will notify:</p> <ul style="list-style-type: none"> ● occupiers of properties within 50 metres of the site ● occupiers affected by local access to the site ● occupiers of other properties if warranted, as determined by the Council, including occupiers within the subject site ● local residents' associations and community/amenity groups ● councillors of the ward within which the subject site is located. <p>For all other applications the Council will notify:</p> <ul style="list-style-type: none"> ● occupiers of properties immediately adjoining the subject site ● occupiers of other properties if warranted, as determined by the Council. <p>It is important to note that the above requirements are minimum requirements, and the exact extent of notification will be determined by the Council depending on the nature of the application. Where appropriate, the Council will use methods from the consultation tools to consult as broadly as possible.</p> <p>Local newspaper</p> <p>A notice will be placed in the local newspaper for applications where required by any Act or regulation (a copy of the notice will also be placed on the Lewisham website).</p> <p>Neighbouring authorities</p> <p>Notify neighbouring Councils if the site is near a borough boundary and is likely to affect land in the neighbouring borough.</p> <p>Statutory Consultees</p> <p>Consult with any body required in accordance with any Act or regulation.</p> <p>Other Consultees</p> <p>Consult with any Other Consultees where the Council has agreed in advance to do so (see Section 3).</p> <p>The press</p> <p>Provide information about the application to the press on request.</p> <p>Other consultation</p> <p>The Council may undertake additional consultation using methods from the consultation tools depending on the nature of the application.</p> <p>Applicant consultation</p> <p>For major applications the Council will encourage the applicant to undertake consultation to raise awareness of the planning application and to engage with the community using methods from the consultation tools (see Section 3 – Consultation tools).</p>

Stage / how the Council will consult	
6.9	<p>Comments by Amenity Societies Panel and Design Panel⁷</p> <p>The Design Panel</p> <p>The following planning applications will be referred to the Design Panel:</p> <ul style="list-style-type: none"> ● planning applications for major new development and significant alterations to existing buildings with scope to impact on the borough's townscape. Major development is defined as commercial buildings proposing 1,000sq.m. or more of new floorspace or 10 or more residential units, and such other developments which the Council's Head of Planning considers would benefit from design advice. ● applications for listed building consent involving substantial demolition of any listed building and any application for listed building consent involving alterations to Grade I and Grade II* listed buildings ● any significant new buildings proposed within conservation areas. <hr/> <p>Amenity Societies Panel</p> <p>The following planning applications will be referred to the Amenity Societies Panel:</p> <ul style="list-style-type: none"> ● in conservation areas, planning applications for changes of use, new buildings not referred to the Design Panel, conversions, extensions, change of opening hours, advert consent, shopfronts, roller shutters/grills, minor external alterations and boundary treatment ● for listed building consent, planning applications involving minor demolition and alterations to Grade II listed buildings ● for tree works, applications involving any felling of trees in conservation areas and trees subject to Tree Preservation Orders ● for highway schemes, design aspects in conservation areas not considered by the Design and Conservation Panel.
6.10	<p>Representations</p> <ul style="list-style-type: none"> ● Representation must be made in writing: <ul style="list-style-type: none"> – by sending a letter or fax to the Council – by sending an email to the Council – online using the appropriate form. ● Representations should be received by the Council within 21 days from the last notice given. They will be acknowledged by the Council in writing and will be made available for public inspection at the Planning Information Office. ● All representations must be considered by the Council in making a decision.

7. Please note that the information contained here reflects all of the matters considered by the panels, including matters beyond planning applications, which are the only type of development approval subject to the Statement of Community Involvement. This has been done for completeness only but should not be taken to mean that other development approvals are addressed in this document.

6. Planning applications - continued...

Stage / how the Council will consult	
6.11	<p>Amendments</p> <ul style="list-style-type: none"> ● The re-notification of changes to an application will be undertaken at the discretion of the Council having regard to the nature and extent of the change and its impact on the local area and those who have made representations.
6.12	<p>Negotiation with the applicant</p> <p>The Council will negotiate with the applicant as appropriate to achieve an acceptable outcome on the application having regard to the representations received, the Local Development Framework and any other material considerations. This negotiation may not take place where the planning application is to be recommended for refusal.</p>
6.13	<p>Local meeting</p> <p>A local meeting will be offered to those that have made representations and the applicant at least two weeks prior to a decision being made on a planning application in the following circumstances:</p> <ul style="list-style-type: none"> ● where one or more objection(s) have been received from a residents' association, community/amenity group or ward Councillor and/or ● where a petition is received containing more than 25 signatures and/or ● where 10 or more individual written objections are received from different residents. <p>A local meeting may not be offered if the application is to be refused by the Council. Where an application is recommended for refusal of planning permission and is referred to a Council Planning Committee, members will be advised to defer their decision (to allow for a local meeting) if they are minded to determine against the officer's recommendation.</p> <p>All those who made representations will be invited (by mail-out) to the meeting. However, the Council may request that a representative attend on behalf of a number of individual submitters where this will enhance the quality of the local meeting and the discussion which can take place.</p> <p>Notes of the discussions and outcomes (if any) of the local meeting will be made available at the Planning Information Office on the case file and on the Lewisham website. Further, a summary and any outcomes of the local meeting will be incorporated in the officer's report to the Council Planning Committee when making a decision on the application, which is also made available on the Lewisham website.</p> <p>As an alternative to a local meeting, a drop-in session may be held. The Council will decide if a drop-in session would be more appropriate than a local meeting. Where a drop-in session is held, a summary of the proceedings of the drop-in session will be made. The summary and any outcomes of the drop-in session will be reported to the Council Planning Committee when making a decision on the application and will also be available at the Planning Information Office and on the Lewisham website.</p>
6.14	<p>Making a decision – Planning Committee</p> <p>Unless Senior Planning Officers intend to refuse planning permission under delegation, a decision on a planning application will be made by a Council Planning Committee in the following circumstances:</p>

Stage / how the Council will consult	
	<ul style="list-style-type: none"> ● where there are three or more individual and separate written valid planning objections received from different residents ● where there is one or more objection(s) from a recognised residents' association or community/amenity group ● where the application is for development which is not in accordance with the approved development plan policies⁸ or other approved planning policies ● where, in the opinion of the Council's Head of Planning, the matter would be more appropriately dealt with by the relevant committee. <p>The following will occur when a planning application is to be decided by a Council Planning Committee:</p> <ul style="list-style-type: none"> ● The agenda will be available in all libraries, at the Planning Information Office and on the Lewisham website five days prior to the meeting. A specific Committee report can be sent out on request. ● All those who have made a written representation (not statutory authorities) will be invited (by letter) to the meeting. ● The applicant for planning permission (or a representative) will be permitted to speak to the Planning Committee for five minutes. ● A representative of those who have made written representations will be permitted to speak to the Planning Committee for five minutes. A full list of those who have made written representations will be made available on request so that they can get together to coordinate a single presentation to the Committee.
6.15	<p>Making a decision – delegated</p> <p>Where a decision is not required to be made by a Council Planning Committee, a decision on planning applications will be made under delegation by Senior Planning Officers.</p>
6.16	<p>Advice of the decision</p> <ul style="list-style-type: none"> ● The Council will inform all those who made a representation of the decision in writing. ● If the decision was made by a Council Planning Committee, the meeting minutes will be available to be viewed on the Council's website, at the Planning Information Office and at all libraries.
6.17	<p>Appeal</p> <ul style="list-style-type: none"> ● Information about planning appeals lodged and decided will be available on the Council's website. ● Those who made representations on an application will be advised in writing that an appeal has been lodged and how they can participate, and, when available, advised on the details of the hearing/inquiry (e.g. time, date and place). <p>See Appendix 4 for more information about appeals.</p>

8. Development plan policies are policies which are in approved Development Plan Documents.

7. Resources and monitoring

- 7.1 Resourcing consultation activities is important if the Council is to achieve the consultation standards set out in this document. The Statement of Community Involvement envisages using consultation tools which operate at a corporate level and at the Planning Service level.
- 7.2 Corporate consultation tools are undertaken by other departments and by the Council’s partners, such as the Lewisham Strategic Partnership, community groups and statutory authorities. It is considered that this consultation will not have any resource implications, as it is not funded by the Planning Service and is consultation that would take place anyway.
- 7.3 Consultation operated and funded by the Planning Service generally comprises planning-specific consultation exercises. The Council anticipates savings (time and cost) on consultation by investing in consultation early in the plan-making process and achieving savings towards the end of the process. Where appropriate, the Council will seek to link community involvement initiatives on different Local Development Documents, for example where a Supplementary Planning Document (SPD) and a Development Plan Document (DPD) are prepared in parallel because the details set out in the former are fundamental to the early delivery of the policies in the latter. Overall, it is expected that consultation will be resourced within existing budgets but this will be continually monitored.
- 7.4 The Statement of Community Involvement will be reviewed annually as part of the Annual Monitoring Report (see Appendix 1), where the Council will report back to the community on the success (or otherwise) of the consultation undertaken throughout the year. To facilitate meaningful information, the Council will also periodically seek information from those participating in consultation activities on who they are so as to ensure consultation is reaching all of the community. The Council’s publication Equalities Monitoring – A Good Practice Guide will be used to inform the gathering of this information.
- 7.5 The outcomes of annual monitoring will determine the need to alter or replace the Statement of Community Involvement. When amendment or replacement is proposed, the Council will timetable such into the Local Development Scheme, which is the project plan for preparing planning documents (see Appendix 1).
- 7.6 The amendment or replacement of the Statement of Community Involvement will be subject to the stages and type of consultation identified in the table below. This table cross-references the consultation arrangements to Section 5 rather than repeating them independently here.

Stage	Consultation
Introduction	As shown in Section 5.6 as if it is a Development Plan Document.
Preliminary Consultation	As shown in Section 5.8 as if it is a Development Plan Document.
Draft Statement of Community Involvement	As shown in Section 5.11 as if it is a Development Plan Document.
Examination and Adoption	As shown in Section 5.18 and 5.19 as if it was a Development Plan Document and/or as directed by the Inspector or the Secretary of State.

8. Conclusion

The Statement of Community Involvement is intended to provide certainty to the community about how and when they can participate in the planning process. Given the diverse nature of planning, it is not possible to determine every possibility and to this extent the Statement of Community Involvement is intended to be flexible enough to accommodate various circumstances. The Statement of Community Involvement should ensure continual engagement with the community in a timely and productive manner.



Appendix 1

Background to the planning system

A1.1 Introduction

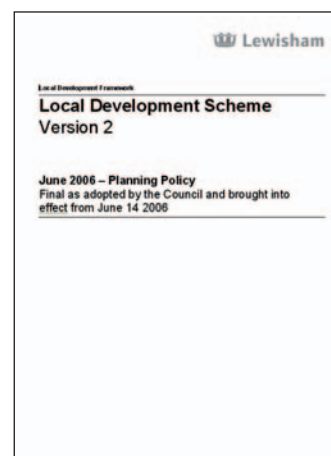
The Planning and Compulsory Purchase Act 2004 (the Act) has introduced significant changes to the planning system in England. In summary, these changes seek to strengthen policy content, speed up plan preparation and better involve communities. The replacement of the existing Unitary Development Plan and supplementary planning guidance with the Local Development Framework is a significant outcome of the new planning system.

The Local Development Framework is a portfolio of planning documents, prepared by the Council, which collectively will deliver the planning strategy for Lewisham. It will deal with all policies and proposals relating to planning and will take a 'spatial' approach to planning (not just concerned with the physical aspects of locations but also with economic, social and environmental matters).

The Local Development Scheme is the document setting out the Council's intentions for its Local Development Framework; in particular the Development Plan Documents and Supplementary Planning Documents it intends to prepare over a three-year period and the timetable for their production and review. It is approved by the Secretary of State. A copy can be viewed at www.lewisham.gov.uk or at the Planning Information Office.

Another key change to the planning system is that the London Plan (the Mayor of London's Spatial Development Strategy) has been given development plan status. The effect of this is that the London Plan will operate alongside locally prepared documents in their role in determining planning applications.

More detailed information on the Local Development Framework and the changes made to the planning system can be obtained in the publication A Guide to the New Planning System, which can be obtained from the Council.



A1.2 Documents in the Local Development Framework

The Lewisham Local Development Framework will be made up of a range of documents which are briefly described below. The Statement of Community Involvement outlines how the community can be involved in their preparation and approval.

Development Plan Documents

Development Plan Documents (DPDs) will form part of the statutory development plan and will be the main basis upon which planning decisions are made. The following Development Plan Documents will form part of the Lewisham Local Development Framework:

- Spatial (Core) Strategy

The Spatial (Core) Strategy will set out the key elements of the planning framework for the London Borough of Lewisham. It will comprise a vision and strategic objectives for the area, along with a spatial strategy, core policies and a monitoring

and implementation framework. It will be kept up to date and, once adopted, all other Development Plan Documents must be in conformity with it.

- **Development Policies and Site Allocations**

The Development Policies and Site Allocations Document will be a suite of criteria-based policies which are required to ensure that all development within Lewisham meets the vision and strategy set out in the Spatial (Core) Strategy.

Land and individual sites in the borough allocated for a specific use will be identified mainly within this document (although it should be noted that site-specific land allocation will also occur in Area Action Plans).

- **Area Action Plans**

Area Action Plans have the following functions:

- to deliver planned growth areas
- to stimulate regeneration
- to protect areas sensitive to change
- to resolve conflicting objectives in areas subject to development pressures or
- to focus the delivery of area-based regeneration initiatives.

Area Action Plans identify the distribution of uses and their interrelationships, including specific site allocations, and set the timetable for the implementation of the proposals.

- **Proposals Map (with inset maps)**

The Proposals Map will illustrate on an ordnance survey plan the policies and proposals contained within all Development Plan Documents (with policies and proposals from the Area Action Plans shown on an inset map). The Proposals Map will also show other factual information such as Sites of Nature Conservation Importance, Conservation Areas etc. The Proposals Map will be kept up to date at all times and will be amended as new Development Plan Documents are adopted.

Supplementary Planning Documents

The Local Development Framework will contain Supplementary Planning Documents. These will not form part of the statutory development plan but will provide advice and further detail on the implementation of policies and proposals contained in the development plan. Supplementary Planning Documents do not set out new policies and must relate to policies or proposals in a Development Plan Document.

Annual Monitoring Report

The Annual Monitoring Report will show how the Council is performing against milestones in the Lewisham Local Development Scheme. It will also show the Council's actual performance against all relevant targets, including those set out in Development Plan Documents and from other strategies such as the London Plan. Policies found to be ineffective will be identified in the Annual Monitoring Report and action suggested to ensure effective implementation.

Appendix 2

Sustainability/sustainability appraisal

A2.1 A key change introduced by the Planning and Compulsory Purchase Act 2004 is a requirement that a sustainability appraisal is undertaken on all Development Plan Documents and Supplementary Planning Documents prepared for inclusion in the Local Development Framework. The sustainability appraisal must also incorporate the requirements of the European Strategic Environmental Assessment Directive where the directive so requires⁹.

A2.1 The purpose of a sustainability appraisal is to promote sustainable development through better integration of sustainability considerations into the preparation and adoption of plans.

A2.3 The Government defines sustainable development as:

- social progress which meets the needs of everyone
- effective protection of the environment
- prudent use of natural resources and
- maintenance of high and stable levels of economic growth and employment.

A2.4 The sustainability appraisal of planning documents is intended to achieve the following:

- form an integral part of all stages of plan preparation
- provide a mechanism for ensuring that sustainability objectives are translated into sustainable planning policies and proposals
- expected to develop, taking account of the environmental, social and economic effects of the proposed plan
- reflect global, national, regional and local concerns and issues
- provide an audit trail of how the plan has been revised to take into account the findings of the sustainability appraisal.

A2.5 The Government has issued guidance on sustainability appraisals and this is contained in the following documents:

- Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks, ODPM, November 2005 (www.dclg.gov.uk/planning)
- Planning Policy Statement 12 – Local Development Frameworks, ODPM, September 2004 (www.dclg.gov.uk/planning)
- Creating Local Development Frameworks – A Companion Guide to PPS12, ODPM, 2004 (www.dclg.gov.uk/planning).

9. The sustainability appraisal of planning documents must also incorporate (where relevant) the requirements of the European Directive 2001/42/EC on the 'assessment of the effects of certain plans and programmes on the environment', commonly referred to as the SEA Directive. This directive has been given effect through the Environmental Assessment of Plans and Programmes Regulations 2004. The SEA Directive focuses exclusively on environmental issues, whilst the broader sustainability appraisal focuses on environmental issues but also social and economic issues. Government guidance on undertaking sustainability appraisals has been prepared so as to accommodate the requirements of the SEA Directive.

Stage and Output	Linkages to plan preparation	Purpose
STAGE A Scoping	Prepared alongside the preparation of the evidence base.	<ul style="list-style-type: none"> ● Identify relevant plans and programmes ● Establishing the baseline ● Setting a framework ● Deciding on the scope of the appraisal setting objectives and targets and ● Identifying issues.
STAGE B Developing and Refining Options	Prepared alongside the preparation of issues and options.	<ul style="list-style-type: none"> ● Refining issues and options for the plan ● Appraise the sustainability of the options.
STAGE C Preferred Options	Prepared alongside the preparation of the preferred options. Consultation on both will take place at the same time.	<ul style="list-style-type: none"> ● Identify preferred options ● Assessing the effects of the plan (economic, social and environmental) ● Developing proposals for monitoring the plan.
STAGE D Final Sustainability Appraisal Report	Prepared alongside the preparation of the submission version. Consultation on both will take place at the same time (Stage D).	<ul style="list-style-type: none"> ● Appraising significant changes to the plan arising out of consultation undertaken in Stage C ● The sustainability appraisal to be used as part of determining the 'soundness' of the plan and whether it should be approved or not.
STAGE E Annual Monitoring Report	The sustainability of the Core Strategy, Development Policies and Site Allocations will be assessed as part of the Annual Monitoring Report.	<ul style="list-style-type: none"> ● Monitoring implementation of the plan.

Appendix 3

The tests of soundness for a Development Plan Document

Procedural

1. It has been prepared in accordance with the Local Development Scheme.
2. It has been prepared in compliance with the Statement of Community Involvement.
3. The plan and its policies have been subjected to a sustainability appraisal.

Conformity

4. It is a spatial plan which is consistent with national planning policy and in general conformity with the London Plan and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas.
5. It has had regard to the authority's Community Strategy.

Coherence, consistency and effectiveness

6. The strategies/policies/allocations in the plan are coherent and consistent within and between Development Plan Documents prepared by the authority and by neighbouring authorities, where cross-boundary issues are relevant.
7. The strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base.
8. There are clear mechanisms for implementation and monitoring.
9. The plan is reasonably flexible to enable it to deal with changing circumstances.

When making representations on a Development Plan Document at Stage 2B, all parties will need to identify which of the tests of soundness have not been met. The Council will make information available at this time to ensure that there is clarity about what is expected of the community in relation to the tests of soundness.

Appendix 4

Meaning of key words used in the planning system

Appeals

Under the Town and Country Planning Act 1990, only the applicant has the right to appeal against:

- the Council's refusal of a planning application or
- the Council's decision to place conditions on a planning approval or
- the Council's failure to make a decision on a planning application within the statutory timeframe.

Appeals are made to the Secretary of State and handled through the Planning Inspectorate. The effect of an appeal is that the final decision is made by the Inspector and not the Council.

Examination

A hearing presided over by an Inspector or a Panel of Inspectors appointed by the Secretary of State. The examination is to test the soundness of the Development Plan Document (or Statement of Community Involvement) prepared by the Council for inclusion in the Local Development Framework.

Inspector's report

Following the examination, a report will be issued by the Inspector who conducted the examination setting out their conclusions on matters raised at the examination and their view of how the Development Plan Document (or Statement of Community Involvement) meets the tests of soundness. Where the report contains recommendations for changes to the document, the Council must make these changes prior to adopting the document (unless the Secretary of State directs otherwise).

Lewisham Community Strategy

The London Borough of Lewisham is required by the Local Government Act 2000 to prepare a community strategy with the aim of improving the social, environmental and economic well-being of the borough. Through the Community Strategy, the Council is expected to coordinate the actions of the local public, private, voluntary and community sectors.

Local Development Document

Term used to describe any document that forms part of the Local Development Framework.

Local Development Framework

The name for the collection of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report. Together, these documents provide the planning framework for the borough as developed at the local level. See Appendix 1 for an outline of the Local Development Framework.

Local Development Scheme

A document setting out the local planning authority's intentions for its Local Development Framework; in particular the Development Plan Documents and Supplementary Planning Documents it intends to prepare over a three-year period and the timetable for their production and review. It is approved by the Secretary of State.

Lewisham Local Strategic Partnership

A partnership of stakeholders who develop ways of involving local people in shaping the future of the borough and how services are provided. It aims to bring together the public, private, community and voluntary sectors operating in the borough.

The London Plan

The London Plan is the spatial development strategy for London and is prepared by the Mayor of London. It sets out strategic policies in relation to the development and use of land in London. In accordance with the Planning and Compulsory Purchase Act 2004 it forms part of the Development Plan for local planning authorities in London. In other regions of England the equivalent of the London Plan is referred to as the Regional Spatial Strategies.

The Planning and Compulsory Purchase Act 2004 (the Act)

See Appendix 1 for more information about this Act.

The regulations

The main regulations setting out the requirements for consultation in relation to the Local Development Framework are the Town and Country Planning (Local Development) (England) Regulations 2004.

Tests of soundness

The policies in a Development Plan Document will be tested during the independent examination to determine whether they are sound. The presumption will be that the Development Plan Document is sound unless it is shown to be otherwise as a result of evidence considered at the examination. The criteria for assessing whether a Development Plan Document is sound will apply individually and collectively to policies in the Development Plan Document. These tests are outlined in Appendix 3 – The tests of soundness for a Development Plan Document.

Unitary Development Plan

The main planning document at the local level used to make decisions on planning applications prior to 2004. It was replaced by the Local Development Framework and the London Plan by the Planning and Compulsory Purchase Act 2004. Transitional arrangements mean that some policies in the Unitary Development Plan will continue to have effect until they are replaced by policies in the Local Development Framework. The Local Development Scheme identifies these policies (if any).



Further information and contacts

Consultation documents

All documents which are the subject of consultation can be:

- viewed on the Council's website (www.lewisham.gov.uk)
- inspected at all borough libraries
- inspected at the Planning Information Office, 5th Floor, Laurence House, Catford, SE6 4RU
- obtained by contacting the Planning Policy Unit on the numbers below.

Making comments

If you would like to comment on any of the documents currently the subject of consultation, you can:

- send written comments to the Planning Policy Unit, London Borough of Lewisham, 5th Floor, Laurence House, 1 Catford Road, Catford, SE6 4RU
or
- email your comments to: planning@lewisham.gov.uk

The LDF Newsletter

If you would like to receive the LDF Newsletter, or already do and would prefer not to in the future, please contact the Planning Policy Team.

Further information – internet

For further information on the Local Development Framework you can visit our website at:

www.lewisham.gov.uk/environment/planning

Further information – telephone

If you would like to speak to the Planning Policy Team, you can telephone us on one of the following numbers:

020 8314 6247

020 8314 6540

020 8314 3885

020 8314 8774

Further information – visit

You can also visit the Planning Policy Team at:

Planning Information Office
5th Floor, Laurence House
1 Catford Road
Catford, SE6 4RU.

For translation, please provide your details below:

Për përkthim, ju lutemi shkruajini më poshtë detajet tuaja:

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Planning Service

5th Floor, Laurence House

1 Catford Road

London SE6 4RU

**For other formats,
including Braille, large
print, audio tape or
computer disc contact:**

**Planning Policy Unit
020 8314 7400**

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