

LOVE LEWISHAM MICRO GRANTS

Community and Local Consultation Form

A simple record of support and feedback from neighbours and people affected by the proposal

When to use this form

Use this form where a project changes or improves a shared place, introduces planting, artwork, equipment or another physical feature, affects access, or could reasonably affect neighbours or people who use the location. Consultation should be proportionate to the project.

You can gather views through conversations, a short survey, a community meeting, an online discussion, a site visit or feedback through a local group. Do not include personal contact details unless the person has agreed they can be shared with Lewisham Council.

1. Project details

Project name

Applicant or organisation name

Application reference number: If available

Project location and postcode

Briefly describe the proposal. Explain what you want to do in no more than a few sentences.

2. Why are you consulting local people?

Select all that apply.

- ☐ To understand the local problem
- ☐ To test the proposed solution
- ☐ To identify who would benefit
- ☐ To understand possible concerns
- ☐ To involve volunteers or participants
- ☐ To discuss maintenance or ongoing responsibility
- ☐ A Council team or landowner asked us to
- ☐ Other – please explain

Who did you try to reach?

- ☐ People living close to the site
- ☐ People who use the site or space
- ☐ Local businesses
- ☐ Community groups or residents' associations
- ☐ Faith or cultural groups
- ☐ Children or young people, using suitable safeguarding arrangements
- ☐ People who may face barriers to taking part
- ☐ The landowner or site manager
- ☐ Other – please explain

3. How did you gather views?

Add one line for each consultation activity. Use additional pages if needed.

Date	Method	Who was Consulted	Approx. number	Who led it?

4. Overall, what did people say?

What did people support or like about the proposal?

What concerns, objections or alternative ideas were raised?

Write "None raised" if appropriate.

What did you change as a result of the feedback? If no changes were made, briefly explain why.

Overall, how would you describe the response?

- ☐ Strong support
- ☐ General support with some suggestions
- ☐ Mixed views
- ☐ Significant concerns
- ☐ Too few responses to draw a conclusion

5. Record of individual support or comments

The next page contains a record for you to put consultation responses, concerns or comments.

Privacy reminder

Only collect a name or contact detail where the person has agreed. A supporter can remain anonymous. Do not ask people to provide sensitive personal information.

Name or “anonymous”	Connection to the area	Support / concern / comment	May Council contact them about your project if required.?
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

Please print this page multiple times if you wish to add more consultation comments.

7. Declaration

- ☐ I have summarised the consultation honestly and accurately.
- ☐ Any personal information, photographs or quotations supplied have been shared with permission or appropriately anonymised.
- ☐ I understand that evidence of support does not guarantee that the grant application will be approved.

Name of person completing this form

Role or connection to the project

Signature

Date

Need help?

Email community.funding@lewisham.gov.uk if you are unsure whether consultation is needed or what would be proportionate for your project.

Please upload this document as part of your application submission you will be prompted to do this in the application form.