

# Southwark Council Core Strategy Hearing Session

## Guidance and information pack

---

Welcome to the Southwark Council Core Strategy Examination in Public Hearing Sessions. To ensure the smooth running of Hearing sessions, please read the following important guidance and information before the Hearing sessions start.

1. Please aim to arrive at Tooley Street 15-20 minutes before the Hearings commence.
2. Upon arrival to Tooley Street, please report to the main reception area and collect a Southwark Council visitors pass. Please ensure you wear your visitor's pass at all times to help the Tooley Street security staff identify you, if they need to.
3. Please then register your attendance at the Southwark Core Strategy desk by signing the attendance form with your name and organisation's details. You will need to register your attendance at the start of each day upon arrival.
4. Ensure you have collected your Hearing packs, which contain all the information you need for the Hearing session for that day. The pack may just be a copy of the agenda for each day. Please ensure you keep your pack safe and bring it along to all Hearing sessions, as there will be limited copies available.
5. There will be a break out area for all participants and observers to wait and have refreshments, until the Hearing room is prepared and the Inspector is ready to commence. You will be summoned into the rooms by the programme officers. Please do not enter the Hearing rooms until summoned to do so.
6. Inside the Hearing rooms there will be a main table with allocated seats if you are speak at the Hearing, and you will need to find your name and/or organisation. If you have attended as an observer there will be seats, which are not around the table for you to sit.
7. There Hearing sessions are scheduled within specific time slots so we there will be around 5-10 minutes before each session to settle in, so please ensure you have all your require for your sessions, within this time.
8. All Hearing sessions will be recorded for transcription purposes and to allow people who wish to do so, to listen to the sessions after each day. These recording will not be available until a specified date, after all hearing sessions have finished on the 30<sup>th</sup> July 2010. Please speak to the Programme Officer for more information.
9. Once each session has been formally closed by the Inspector, please make your way quickly and quietly out of the room into the break out area so that the next session can be set up or room be cleaned. Please take all belongings with you and any cups, paper or any other items which you brought in with you, as they will be discarded at the end of each day.
10. Light lunches will be provided only for participants who are in Hearing sessions all day. You will receive lunch passes which will enable you to collect your lunch. If you have been invited to a morning session or an afternoon session only, you can purchase hot and cold food and snacks in our canteen if you wish.

If you have any further queries please speak to the Programme Officer.

Miss Leonna Staple  
Programme Officer

Tel. 0207 525 4954 ext 54954  
Fax. 020 7525 4916  
Eip@southwark.gov.uk