

# DEVELOPMENT CONSULTATION CHARTER

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# WHY - The need for a Development Consultation Charter

Southwark Council recognises regeneration is not just about changes to the buildings and environment around us but improving the lives of people in the borough. It is important that everyone has a voice and is able to influence change and our approach to the way we invest in the borough.

***The Development Consultation Charter*** is our promise to you to deliver ***'Regeneration that works for all'***. This charter forms part of the **Statement of Community Involvement (SCI)**. The SCI is a **legal requirement** this means that we have to adopt a ***fair and effective consultation approach*** and have an agreed way of working with developers and the community.

This way of working together requires providing you with:

- Clear guidelines for consultation and a better understanding of the planning process
- More accessible information online
- Accessible, online information on how the engagement and feedback has shaped discussions and proposals

This will help developers to present a proposal that has been influenced by working closely with you. We can then make informed, open decisions on development

# WHY - Why should you engage?

Successful engagement has the benefits of new planning applications that:

- Ensure developers understand local concerns from an early stage
- Inspire innovative ideas and solutions with people who understand local issues
- Gain more support from the community as they have been listened to, valued and respected
- Shaped by and reflect feedback from the diverse local community impacted by the proposals

# HOW - How will the consultation charter be used?



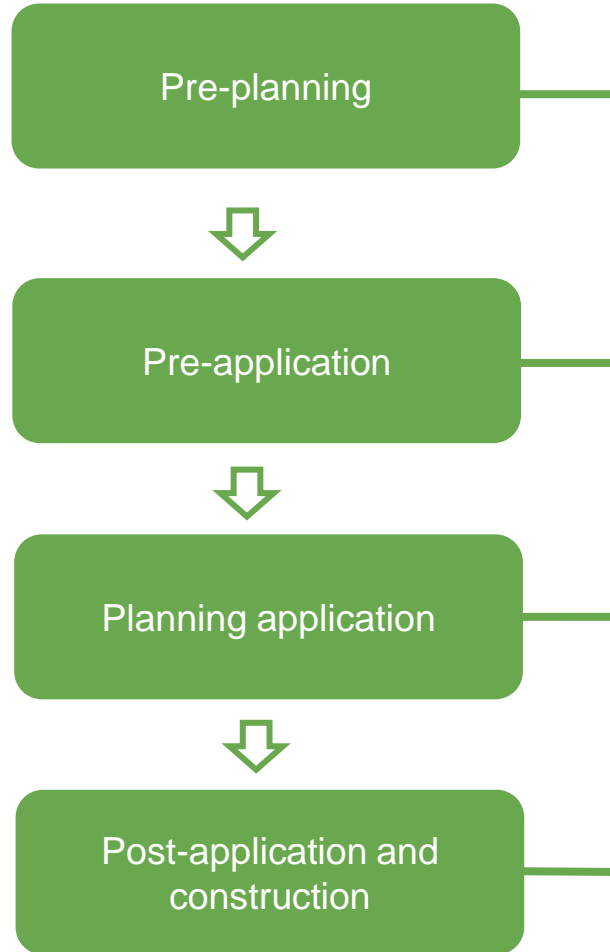
Engagement activities will be different depending on the stages of the application.

Engagement activities will be different depending on the scale and nature of the development.

Engagement activities required.

# HOW

## Stages of planning



Engagement will take place from the earliest possible stages in the process of developing our proposals. When we prepare our Development Plan including the **Local Plan, Area Action Plans** and **Supplementary Planning Guidance**, everyone's ideas and feedback shape this stage and involves widespread consultation and engagement.

The type of engagement should be agreed at this stage. This is then presented as an **engagement plan**.

An **engagement summary** will need to be submitted as part of the planning application. The engagement approach will be considered as part of the planning decision.

From the beginning to the end the community will be updated at key stages. There will be ongoing opportunities to receive updates on the construction of the development and raise any concerns.

# HOW

Smaller scheme requirements are detailed in the **Statement of Community Involvement**.

- 10-49 residential units.
- 1,000-3,499sqm commercial floorspace
- 50-199 residential units
- 3,500-10,000sqm commercial floorspace
- 200+ residential units
- over 10,000sqm commercial floorspace

Major applications

Strategic applications  
- lower range

Strategic applications  
- higher range

## Scale and nature of the proposed development

About you

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.
- How the development fosters good relations between different groups in the community.
- Are there neighbours in close proximity?

Cultural setting

- Is the site in a **conservation area**?
- Is the **building listed**?
- Is the site/building a **place of community interest**

Highways

- How is the site accessed?
- Will there be an increase in traffic during construction?
- Will there be an increase in traffic in the new development?

# WHEN

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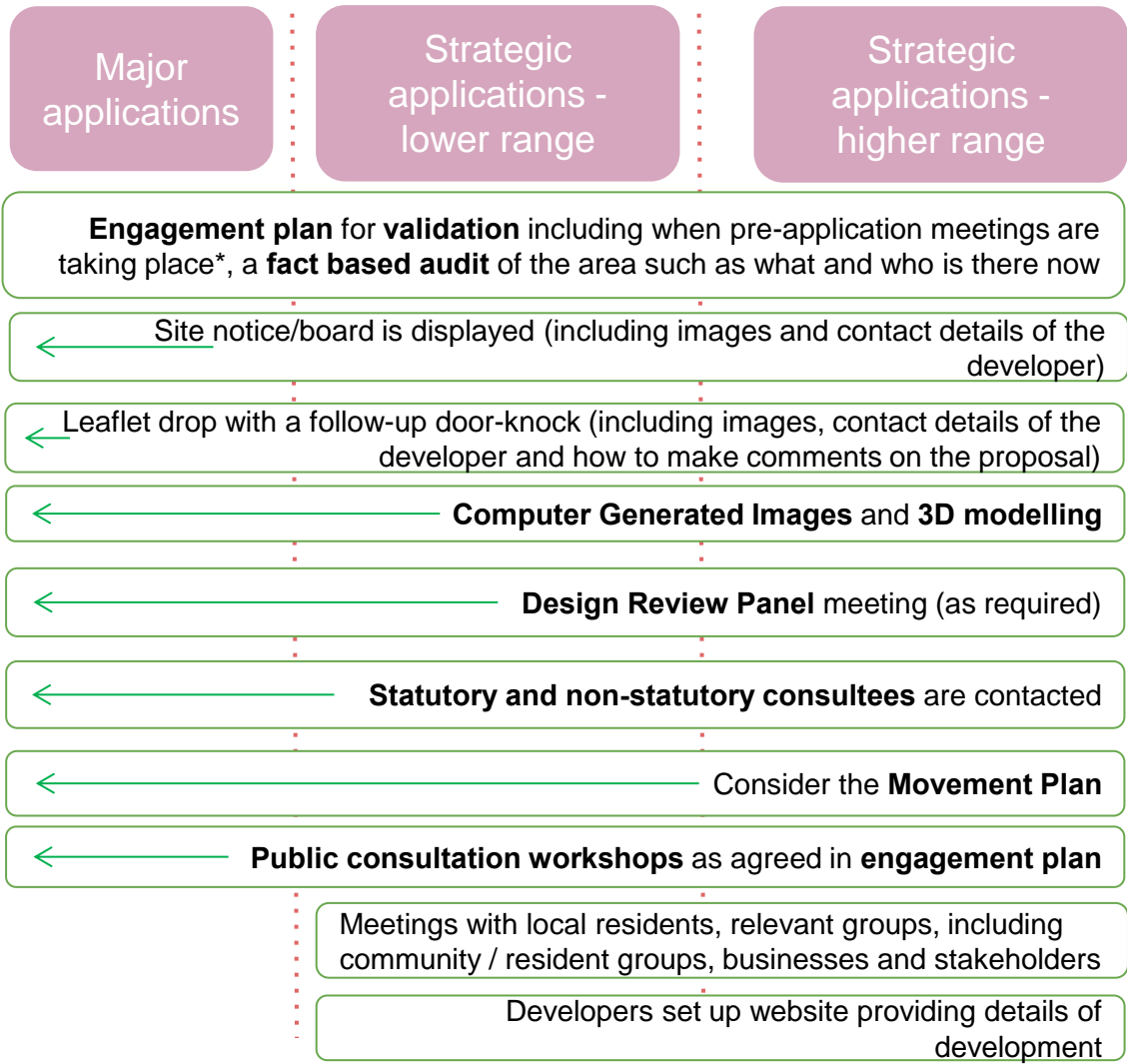
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Minimum requirements for pre-application

\*for strategic applications the engagement plan will be issued to ward councillors for consideration.



# ENGAGEMENT PLAN

## Engagement Plan Template for the Development Consultation Charter (validation requirement)

Before your pre-application request is validated, the template needs to be completed and submitted. It should set out what public consultation has been undertaken to date and what is planned during the pre-application and planning application stages.

Site: XXX

Address: XXX

List of meetings undertaken to date and planned:

Meetings	Date	Attendees	Summary of discussions
Pre-application meeting	XXX	Council officers	Extent of public consultation agreed XXX
Councillor meeting	XXX	Ward Councillors XX	XXX
Resident group meeting	XXX	XXX	XXX
Local business meeting	XXX	XXX	XXX
Meeting with occupier of the site	XXX	XXX	XXX
Design Review Panel	XXX	XXX	XXX

List of public consultation events carried out to date and planned:

Public consultation events	Date	Attendees	Summary of feedback
Public meeting	XXX	Number of attendees and the diversity – were the attendees representative of the area?	XXX
Public exhibition	XXX	XXX	XXX
Open workshop 1	XXX	XXX	XXX
Open workshop 2	XXX	XXX	XXX
XXX	XXX	XXX	XXX

Refer to checklist in the development consultation charter for consultation requirements dependent on the scale of the proposed development.

Evidence of consideration of the following (this list is not exhaustive):

Demographic context:

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.

- How the development fosters good relations between different groups in the community.
- Are there neighbours in close proximity?

Cultural setting:

- Is the site in conservation area?
- Is the building listed?
- Is the site/building a place of community interest?

Highways:

- How is the site accessed?
- Will there be an increase in traffic during construction and once the new development is completed?

Other engagement undertaken / planned:

- Leaflet drop...
- Website

Ways to feedback responses were / are:

- Stamped addressed envelopes
- Feedback forms at public consultation events
- Website - online form and email
- XXXX

Support - public consultation summary (provide statistics)

XXX

Objection - public consultation summary (provide statistics)

You said, we did....

How have objections been addressed or are they going to be addressed?

A detailed engagement summary will be required to be submitted to support the planning application.

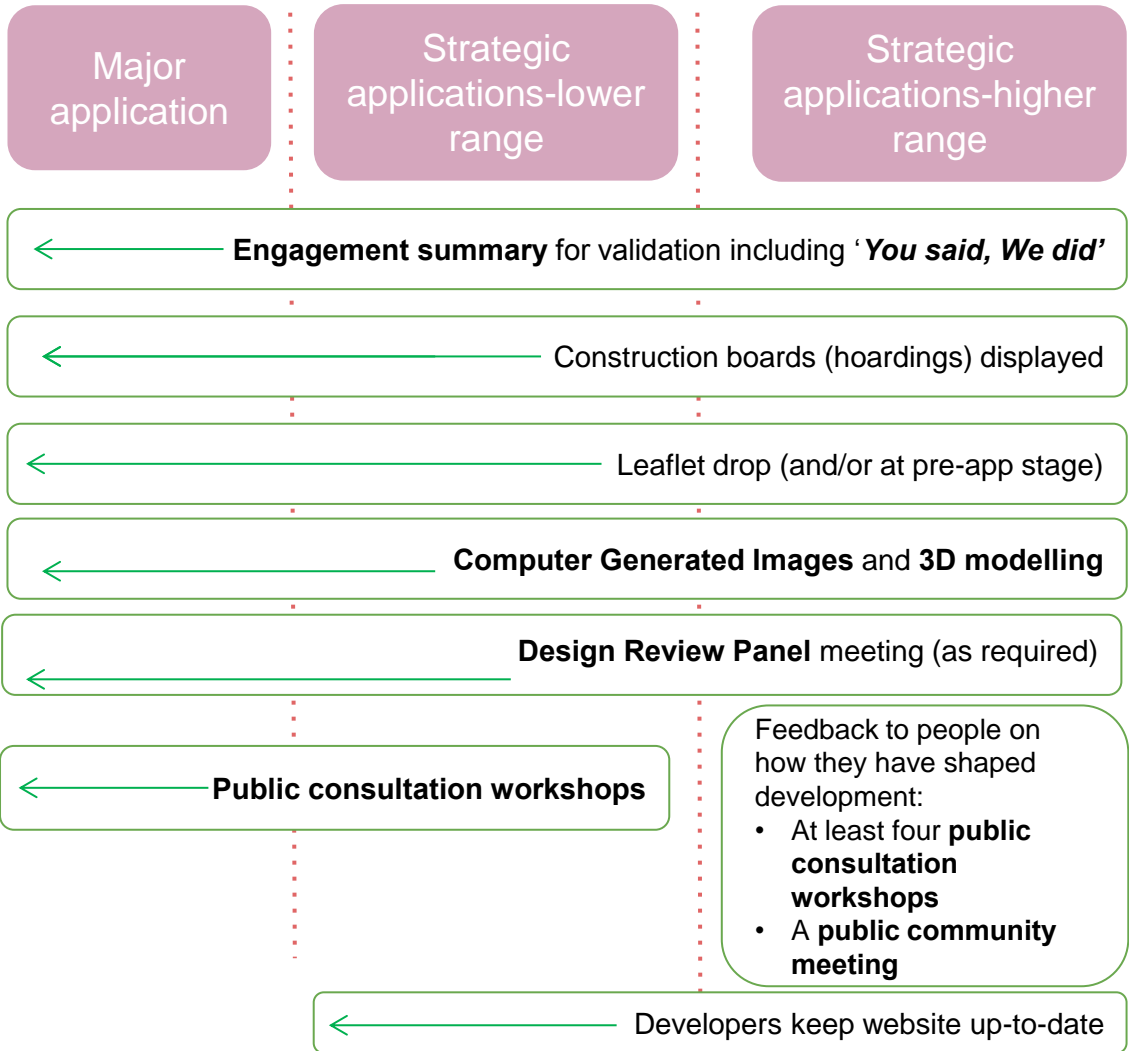
The engagement plan will be a validation requirement for any pre-application requests.



# WHEN

# HERE

Minimum requirements for planning applications



# ENGAGEMENT SUMMARY

## Engagement Summary Template for the Development Consultation Charter (validation requirement)

Before your application goes live and is validated the template needs to be completed and submitted.

Site: XXX

Address: XXX

Application reference: XXX

List of meetings:

Meetings	Date	Attendees	Summary of discussions
Pre-application meeting	XXX	Council officers	Extent of public consultation agreed XXX
Councillor meeting	XXX	Ward Councillors XX	XXX
Resident group meeting	XXX	XXX	XXX
Local business meeting	XXX	XXX	XXX
Meeting with occupier of the site	XXX	XXX	XXX
Design Review Panel	XXX	XXX	XXX

List of public consultation events carried out to date or planned:

Public consultation events	Date	Attendees	Summary of feedback
Public meeting	XXX	Number of attendees and the diversity – were the attendees representative of the area?	XXX
Public exhibition	XXX	XXX	XXX
Open workshop 1	XXX	XXX	XXX
Open workshop 2	XXX	XXX	XXX
XXX	XXX	XXX	XXX

Refer to checklist in the development consultation charter for pre-application consultation requirements dependent on the scale of the proposed development.

Evidence of consideration of the following (this list is not exhaustive):

Demographic context:

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.
- How the development fosters good relations between different groups in the community.

- Are there neighbours in close proximity?

Cultural setting:

- Is the site in conservation area?
- Is the building listed?
- Is the site/building a place of community interest?

Highways:

- How is the site accessed?
- Will there be an increase in traffic during construction and once the new development is completed?

Other engagement:

- Leaflet drop...
- Website

Ways to feedback responses were:

- Stamped addressed envelopes
- Feedback forms at public consultation events
- Website - online form and email
- XXXX

Support - public consultation summary (provide statistics)

XXX

Objection - public consultation summary (provide statistics)

You said, we did....

How have objections been addressed? (Provide statistics) Where objections have not been addressed, provide justification.

Summary of how the relevant Social Regeneration Charter, Place Action Plan and Community Investment Plan have been considered.

Key themes: XXX

Provide examples of all consultation materials

The **engagement summary** will be a validation requirement for any planning application. It should clearly set out how the feedback received has been addressed and how the community has shaped the proposed development. Where comments have not been addressed, this should be detailed and justified. This will be used to inform officer and committee reports.

# WHEN

# H E R E

Minimum requirements for post-application and construction

Major application

Strategic applications-lower range

Strategic applications-higher range

Construction boards (hoardings) displayed on site with updates on progress and contact details for site manager

Confirmation of engagement undertaken – through the inclusion of a compliance condition

← Website with progress updates by developer

# SOME REQUIREMENTS MAY BE IN THE SCI

## Statement of Community Involvement (SCI)

The SCI is being updated and a draft will be out to consultation in the Autumn. The purpose of the SCI is to contain detailed information regarding the consultation required during the planning application and development plan-making process. Relevant information that may be set out in the SCI that will not be repeated in the Development Consultation Charter is:

- Who to engage: residents, businesses, neighbourhood forums, community councils, councillors, cabinet members.
- List of statutory and local consultees.
- Consultation requirements of schemes under 10 units and 1,000sqm commercial floorspace.
- Other ways to engage – online tools (surveys, social media, virtual reality), offline (letters, leaflets, posters), community street surveys, focus groups, planning by design.
- Consultation materials - clear, plain English, visuals.
- Equalities – advice to reach all target groups. Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex and how the development fosters good relations between different groups in the community
- Reference to the **Charter of Principles** which sets our standards for working with the community in the direct delivery of homes in the borough through six pledges.
- Reference to development management policies which will address some site specific considerations.
- Good practice examples will be in the SCI.

# MONITORING - Development consultation success?

- Before your **pre-application request** is validated, the **engagement plan** template needs to be completed online and submitted. This will be made public.
- Before your **planning application** goes live and is validated the **engagement summary** template needs to be completed online and submitted. This will be made public.
- **Engagement summaries** will be placed on our website (validation requirement) for comparison purposes.
- A **monitoring report** on our website will provide updates on the **public consultation** through feedback from the public and development partners.
- A **monitoring report** on our website of whether objections have been taken into account by developers.
- Ongoing reviews of the development consultation process including updating best practice guidance.