Royal Borough of Greenwich

Statement of Community Involvement (SCI)

Draft for consultation

July 2016
CONTENTS

1. INTRODUCTION 3
2. THE PLANNING POLICY FRAMEWORK 4
3. WHO WILL BE CONSULTED ON LOCAL DEVELOPMENT DOCUMENTS? 7
4. HOW WILL WE CONSULT ON LOCAL DEVELOPMENT DOCUMENTS? 9
5. DEVELOPMENT PLANNING 16
1. **INTRODUCTION**

**BACKGROUND**

1.1 The Royal Borough adopted its Statement of Community Involvement (SCI) in 2009 and made some minor amendments to this in 2011. However, since it was originally published, there have been a number of changes to both planning legislation and guidance, and technological advances that have changed the way public consultation is carried out.

1.2 In accordance with the relevant legislation this revised SCI sets out how, when and who will be consulted throughout the preparation of local development and other statutory planning documents prepared by the Royal Borough, neighbourhood plans, the Royal Greenwich Community Infrastructure Levy Charging Schedule, and in dealing with planning applications and appeals.

1.3 The local development documents in Royal Greenwich are local plans and supporting supplementary planning documents (SPDs). The Royal Borough also produces other strategic planning documents from time to time and the principles set out in this document will be applied to these where appropriate.

1.4 Planning helps shape the places and spaces where people live, work, are educated and visit and it is therefore essential that they have an opportunity to take part in the process. The Royal Greenwich community is made up of many different groups including residents, students, service providers, businesses, workers and visitors, with a wide range of often disparate views.

1.5 There is a duty to co-operate, set out in Section 33A of the Planning and Compulsory Purchase Act 2004, and added to by the Localism Act (2011), which establishes a legal principle of co-operation with neighbouring boroughs, the Mayor of London and other relevant authorities and agencies when reviewing policy.


**ROYAL GREENWICH’S CONSULTATION PRINCIPLES**

1.7 The following consultation principles have been used to guide community involvement practice on both planning applications and planning policy as set out in this document:

- Consultation should be fit for purpose
• Information should be accessible
• People should feel confident that they can engage in the process
• There should be opportunity for early involvement
• Consultation should be inclusive
• The involvement should be co-ordinated

2. THE PLANNING POLICY FRAMEWORK

2.1 The following section sets out information on the planning policy framework for the Royal Greenwich and what we will consult on.

<table>
<thead>
<tr>
<th>NATIONAL POLICY AND GUIDANCE</th>
<th>ROYAL GREENWICH DEVELOPMENT PLAN</th>
<th>SUPPLEMENTARY PLANNING DOCUMENTS AND GUIDANCE</th>
<th>OTHER DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Planning Policy Framework</td>
<td>Core Strategy with Detailed Policies Local Plan</td>
<td>Topic based (borough-wide) SPDs and SPGs</td>
<td>Statement of Community Involvement</td>
</tr>
<tr>
<td>Planning Policy for Traveller Sites</td>
<td>Site Allocations Local Plan</td>
<td>Planning Brief SPDs and SPGs</td>
<td>Authority Monitoring Report</td>
</tr>
<tr>
<td>National Planning Policy for Waste</td>
<td>London Plan</td>
<td>Conservation Area Character Appraisals and Management Strategies</td>
<td>Local Development Scheme</td>
</tr>
<tr>
<td>Planning Practice Guidance</td>
<td>Neighbourhood Plans</td>
<td>Master Plan SPDs</td>
<td>CIL Charging Schedule</td>
</tr>
</tbody>
</table>

**Figure 1: Planning Policy Framework**

**The Local Plan**

2.2 The National Planning Policy Framework (NPPF) published in March 2012 is a concise statement of national policy. The NPPF states that each local planning authority should produce a local plan. It emphasises the importance of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses in plan preparation. It states that a wide section of the community should be proactively engaged to ensure local plans reflect, as far as possible, a collective vision and a set of priorities for the sustainable development of the area. It also points to the importance of working collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly co-ordinated and clearly reflected in local plans, in line with the statutory duty to co-operate.
2.3 The Local Plan for the Royal Borough of Greenwich will be published in two parts. The first part is the Core Strategy with Detailed Policies, which was adopted in 2014 and provides both strategic and detailed policies for Royal Greenwich. The second part is the Site Allocations local plan, which will provide policies for specific sites in the Borough. Both of these documents replace the previously adopted Unitary Development Plan (UDP) from 2006. The site allocations within the UDP remain part of Greenwich’s planning policy framework until the Local Plan Site Allocations are adopted.

**Supplementary Planning Documents (SPDs)**

2.4 Supplementary Planning Documents (SPDs) expand on the Royal Borough’s adopted policies to provide more detailed information than can’t be contained in the policies themselves. They provide detailed guidance to the public, applicants and developers when they are making or commenting on planning applications.

**Neighbourhood Planning**

2.5 The Localism Act 2011 introduced the opportunity for community governance through neighbourhood planning. Neighbourhood planning provides a new opportunity for community groups to shape the future development of their neighbourhood. The carrying out of neighbourhood planning is for the community, represented by a neighbourhood forum, to undertake.

2.6 The Royal Borough has a statutory duty to support those communities which wish to carry out neighbourhood planning, through the provision of advice and assistance, the completion of statutory ‘periods for representations’, as well as the holding of the examination and referendum stages of neighbourhood plan production.

**Community Infrastructure Levy**

2.7 The Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new developments in their area. The money raised is used to support development by funding infrastructure that the council, local community and neighbourhoods require to help accommodate growth. This could include new parks, schools, health centres or public realm improvements.

2.8 CIL replaces some types of planning obligations. Planning obligations (as secured through Section 106 agreements) do still exist, but will be more limited in how they can be used. For example, they will still exist for affordable housing and to fund other planning requirements that cannot be secured by the CIL (because they do not involve infrastructure for example). However, authorities can no longer pool planning obligations from more than five planning obligations for
infrastructure that can be funded via a CIL. The Royal Borough adopted its CIL in April 2015.

2.9 There are three main stages to the preparation of a CIL Charging Schedule (the legal document setting local CIL rates) before it can be adopted and implemented by the Council, these are: (1) preparing and consulting on a Preliminary Draft CIL Charging Schedule; (2) preparing and consulting on a Draft Charging Schedule; and then (3) submitting the Draft Charging Schedule (with any modifications - which if included are subject to a separate period of consultation) for the independent examination in public.

2.10 The Mayor of London is also empowered to charge a CIL for strategic transport and adopted a CIL charging schedule for the whole of London, which applied from 1 April 2012. The Royal Borough, as a London local authority, is required to collect the Mayoral CIL and has put appropriate mechanisms in place to do this. The Mayor of London’s CIL Charging Schedule sets out a charge of £35 per square metre in Royal Greenwich against all but health and education.

2.11 Development by charities and affordable housing do not generally have to pay CIL. Minor development (under 100m2) and self-build housing are also exempt.

**Authority Monitoring Reports**

2.12 The preparation of the Authority Monitoring Report (AMR, formerly the Annual Monitoring Report) is a statutory requirement. It provides an update on the Royal Borough’s progress in preparing development plan documents in the Royal Greenwich policy framework and reports on the extent to which current planning objectives and policies are being implemented. It highlights which policy aims are being achieved and which policies need to be strengthened or refocused where they are not as successful.

**Local Development Scheme**

2.13 The Local Development Scheme (LDS) is the Royal Borough’s ‘project plan’ setting out what development plan documents will be prepared and includes a timetable for their preparation.

**Impact Assessments**

2.14 All policies within development plan documents will be subject to a number of impact assessments. A sustainability appraisal (SA) and strategic environmental assessment (SEA) will be carried out as necessary, as will an equalities impact assessment (EqIA). Although not a statutory requirement, a health impact
assessment (HIA) will also be completed to ensure that health considerations are sufficiently considered.

2.15 The impact assessments for each document will be started at an early stage and amended as the document is progressed. This should ensure that the likely impacts of policies and proposals are taken into account from the beginning. The process will enable changes to be made in the light of the predicted impacts before the document is finalised.

2.16 The Royal Borough will consult the local community on its impact assessments and involve key stakeholders such as the Environment Agency, Historic England and Natural England in their preparation.

2.17 For SAs and SEAs, the Royal Borough will set out its methodology for making an assessment of the impacts (including the relevant social, economic and environmental criteria which will provide the basis for making the assessment) and summarise the ‘baseline’ information it already has in a ‘Scoping Report.’ The Royal Borough will publish its scoping report and will consult the public at each stage of the preparation of the relevant development plan document.

2.18 There is no legal requirement for any impact assessments to be done on supplementary planning documents.

3. **WHO WILL BE CONSULTED ON LOCAL DEVELOPMENT DOCUMENTS?**

3.1 The Royal Borough will make its best efforts to consult as wide a range of people as is possible and appropriate. Planning legislation requires local planning authorities preparing local plans to consult and notify ‘specific consultation bodies’, ‘general consultation bodies’ and residents or other such persons carrying out business in the area, that the Council considers it appropriate to invite representations from.

**Specific Consultation Bodies**

3.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (The Regulations) require the following bodies to be notified if the Council considers that they have an interest in the subject of the proposed local plan

- The Coal Authority
- The Environment Agency
- Historic England
- Natural England
- Network Rail Infrastructure Limited
• The Highways Agency
• Adjoining Local Planning Authorities
• Relevant telecommunications companies
• Clinical Commissioning Groups
• Relevant electricity and gas companies
• Thames Water
• The Mayor of London (including TfL)

**GENERAL CONSULTATION BODIES**

3.3 General consultation bodies are described in the Regulations. They require the Council to notify and consult voluntary bodies whose activities benefit any part of the authorities area and other bodies in the local area who represent the interest of different racial, ethnic or national groups; religious groups; disabled persons; and business groups as the local planning authority considers appropriate. This includes the Port of London Authority as well as local environmental and other local interest groups.

3.4 In practice, the Royal Borough ensures that general consultation bodies, residents and other persons carrying out business in Royal Greenwich are consulted through Greenwich’s planning policy consultation database. This currently contains contact details for approximately 1300 individuals and groups. This database is continually updated as consultations have taken place and as individuals or groups have requested to be included or removed. Any individual or group can register themselves on the database by going to the planning policy pages on our website. The Royal Borough will also make efforts to engage a wider section of the community than is registered on our database, as detailed in the section ‘Types of Consultation.’

3.5 The Greenwich Partnership brings together representatives of the public, private, voluntary and community sectors. It is chaired by the Leader of the Council and is also consulted on local development documents as appropriate.

**DUTY TO CO-OPERATE**

3.6 To comply with the Duty to Co-operate on planning for sustainable development under Section 33A of the Planning and Compulsory Purchase Act 2004 (as amended), the Council has to co-operate with other local planning authorities and other ‘prescribed agencies’ during the preparation of local plans. This means working ‘constructively, actively and on an ongoing basis’ on strategic issues having an impact on at least two planning areas.
3.7 The prescribed agencies/bodies with which the Royal Borough has a Duty to Co-operate with are set out in the 2012 Regulations and are as follows:

- The Environment Agency
- Historic England
- Natural England
- The Mayor of London
- The Civil Aviation Authority
- Clinical Commissioning Groups
- The Office of Rail Regulation
- Transport for London and other relevant Highways Authorities
- The Marine Management Organisations
- Local Enterprise Partnership (London Enterprise Partnership)

4. HOW WILL WE CONSULT ON LOCAL DEVELOPMENT DOCUMENTS?

THE LOCAL PLAN

4.1 The process for involving the community will be broadly the same for each DPD, although the level and scope of the consultation will vary according to the scale and location of the proposals under consideration. The key opportunities for community involvement in the process are outlined below (Stages 1 to 4) and the preparation process as a whole is summarised in Figure 2.

FIGURE 2: CONSULTATION STAGES

Stage 1- Production (Regulation 18)

4.2 In preparing any Development Plan Document, the Royal Borough will gather relevant social, economic and environmental information. This ‘evidence base’ will be used to understand the community’s needs and identify constraints and opportunities. There will be a consultation period on the DPD being prepared, for a minimum period of six weeks, during which the Royal Borough will seek views from those specific and general consultation bodies with an interest in the plan, as well as residents and businesses in the area.

4.3 A scoping report for the Sustainability Appraisal will also be consulted on at this stage.
### Development Plan Documents

**Stage 1**
- Production (reg 18): minimum six week consultation on first draft or issues and options paper, including scoping report for SA

**Stage 2**
- Publication (reg 18): further minimum six week consultation on revised draft, if necessary

**Stage 3**
- Pre-Submission Consultation (reg 19 & 20): six week consultation on soundness of plan

**Stage 4**
- Submission (reg 19 & 22): submission to Secretary of State of examination

### Supplementary Planning Documents

- Publication: 4-6 week consultation on first draft

**Stage 2**
- Publication: further focussed consultation on revised draft if necessary

**Stage 3**
- Adoption by Council

**Stage 4**
- Submission: submission of plan to Council, further six week consultation

### Neighbourhood Plans

- Designate neighbourhood forum and area: six week consultation

**Stage 4**
- Examination and adoption

### Community Infrastructure Levy

- Preliminary Draft Charging Schedule: minimum six week consultation

**Stage 5**
- Examination and adoption

- Draft Charging Schedule: further six week consultation

- Examination and adoption

- CIL Charging Schedule
Stage 2 – Publication (Regulation 18)

4.4 The Royal Borough will bring together the evidence and set out a proposed way forward. If it is deemed necessary, a further consultation will take place for a minimum period of six weeks, to further gauge peoples’ views.

Stage 3 – Pre-Submission Consultation (Regulation 19 and 20)

4.5 This is a formal opportunity for anyone to comment on the soundness of the Plan. Representations received on soundness of the plan will be sent to the planning Inspector, alongside the plan for independent examination. This consultation will be for a minimum period of six weeks. This will ensure that the total consultation period of stages 1, 2 and 3 is at least 12 weeks, in line with the resolution in the Greenwich Compact.

Stage 4 – Submission (Regulation 19 and 22)

4.6 When submitting the DPD to the Secretary of State, the Council must produce a statement setting out which bodies and persons were consulted at stage 1 and how they were consulted, as well as a summary of the main issues and how these were taken into account. This is the statement required by Regulation 22 (1) (c).

4.7 If comments have been made during stages 1 and 2, then a statement setting a summary of the main issues raised by the representations and how the representations have been taken into account will be produced.

4.8 As soon as reasonably practicable after the DPD has been submitted the Royal Borough will publish all relevant documents on its website and notify all interested bodies.

Stage 5 – Examination and Adoption

4.9 An independent Planning Inspector will hold a public examination into the ‘soundness’ of the Development Plan Document.

4.10 Following the ‘Public Examination’, the Inspector will produce a report setting out the changes, if any, that the Royal Borough must make to the Development Plan Document. Assuming the Council agrees to any changes required, it will then adopt the Development Plan Document and notify those interested parties of its adoption.
SUPPLEMENTARY PLANNING DOCUMENTS

4.11 The process for preparing Supplementary Planning Documents is similar to the process for preparing Development Plan Documents. The Supplementary Planning Documents the Royal Borough intends to produce and set out in the Local Development Scheme.

4.12 Supplementary Planning Documents may relate to a particular part of the Borough, or may relate to a specific topic such as affordable housing. The Royal Borough is committed to involving the community in the preparation of these documents, but the level and scope of the consultation will vary according to the nature of the document being produced.

4.13 The consultation period will last for between four and six weeks. The Royal Borough will consider all the comments made on draft Supplementary Planning Documents and will make any changes that are considered appropriate. A summary of the main issues raised during consultation will be published explaining how they have been dealt with. The final Supplementary Planning Document will include a statement explaining what consultation has been undertaken and how the Royal Borough has dealt with representations.

4.14 The main elements of the Supplementary Planning Document preparation process are summarised in Figure 2.

NEIGHBOURHOOD DEVELOPMENT PLANS

4.15 The Localism Act 2011 introduced the legal framework for the preparation of Neighbourhood Development Plans (NDP) by Parish Councils or neighbourhood forums, where there is no Parish Council. The NDP can set out policies and plans for that area, similar to a Development Plan Document but on a more local scale. Subject to conforming to the Neighbourhood Planning (General) Regulations 2012, national policies, as well as local plan policies for the area, and gaining support through a referendum of the local area, this plan will be adopted as a formal part of the development plan. This means that planning decisions have to be made in accordance with the neighbourhood plan (and other parts of the development plan) unless material considerations indicate otherwise.

4.16 The Neighbourhood Planning (General) Regulations 2012 set out, amongst other things, the consultation requirements for neighbourhood planning, including the responsibilities of the local planning authority. The Royal Borough will undertake its statutory duty with respect to these regulations. Overall, the consultation requirements on the council are similar to that required for development plan documents and the main stages of this are shown in figure 2. These include a six
week consultation on the designation of a neighbourhood forum and area, and a further six week consultation on the Neighbourhood Plan itself, once it has been submitted to the Council.

4.17 The Royal Borough recommends that local people consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan (including formation of the forum and neighbourhood area).

Community Infrastructure Levy

4.18 The Community Infrastructure Levy (CIL) is a charge that allows local authorities in England and Wales to raise funds from most types of new development in their area to fund essential infrastructure. Local authorities who decide to introduce a CIL are known as charging authorities and must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. The rate is charged per square metre. The Royal Borough adopted its first CIL charging schedule in April 2015.

4.19 Should we need to revise the CIL charging schedule, the Royal Borough must firstly prepare a Preliminary Draft Charging Schedule for public consultation which sets out the proposed levy rates informed by evidence base studies. The Royal Borough will consult those statutory consultees that would be consulted on a DPD as well as all those registered on our consultation database, for at least six weeks.

4.20 A second round of consultation will take place on a draft Charging Schedule for at least six weeks. Before submitting a draft Charging Schedule for examination, the Royal Borough will then publish the draft schedule, appropriate evidence on infrastructure delivery, including funding mechanisms, economic viability and a statement of the representations procedure.

Types of Consultation

4.21 The Royal Borough is committed to ensuring that we try to make the consultation process as inclusive as possible. We will always make efforts to engage a wide range of the population and ensure people are aware of the consultation and that they know how to respond.

4.22 In addition to making direct contact with specific consultation bodies and those registered on our consultation database, the Royal Borough will make its best efforts to engage the wider community at all stages within the preparation of planning documents, in order to achieve community ownership of the policies which will shape future development within Royal Greenwich.
4.23 The Royal Borough recognises that it cannot persuade everyone to be involved. It also recognises that some individuals, groups and businesses may have a greater capacity to get involved in planning consultation than others and so where appropriate it will support those ‘hard-to reach’ groups that find it more difficult to get involved. This may include young people, elderly people and ethnic minorities that do not normally take part in the planning process.

4.24 Techniques need to be tailored to involve the appropriate parts of the community at the stages when its involvement is relevant and of value.

**Website**

4.25 The Council’s website www.royalgreenwich.gov.uk includes information on all Royal Borough planning policy documents and any consultation will be published on the website. Documents will also be available to download from here.

**Email**

4.26 Email is the preferred method of notifying and communicating to people on planning consultations and receiving comments. Where the council holds a valid email address for a statutory, specific or general consultee, or any other interested party, email is the preferred method of communication over posting letters unless planning regulations specify otherwise. It is the responsibility of interested persons or parties to keep the Royal Borough informed of changes in email address. The Royal Borough aims to have a valid email address for all consultees listed on its planning consultation database.

**Letters**

4.27 Where email is unavailable, letters may be used to consult specific and general consultation bodies, and neighbour notifications about planning applications. As email is the preferred means of getting in contact rather than letters, notifications of consultation events, documents and planning applications will not be sent by post where a valid email address is held.

**Libraries**

4.28 For Borough-wide policy documents, at least one copy of all draft (whilst under consultation) and adopted planning policy documents will be held at each of the libraries in Royal Greenwich. Area-specific documents (draft and adopted) will be held at the library local to the specific area. Royal Greenwich libraries offer free computer and internet access for library members. The computers can therefore be used to view planning related documents on the council website.
Information on local libraries, including opening hours is available on the council website.

**Local Papers**

4.29 The Royal Borough will consider placing notices in a local paper for major consultations and for major formal stages of document. Articles on planning policy matters in local papers are useful and an effective means of generating interest and seeking community views on potential approaches to policy formulation.

**Leaflets and Posters**

4.30 Summary leaflets on policy matters can work very well in effectively engaging people and in highlighting and getting them to think about the issues involved. Content can be tailored to a particular issue, topic or area.

4.31 Posters can also be used to advertise consultations and availability of documents and information. They can be targeted through area distribution, tailored to a particular issue, area or topic and can potentially reach people not normally interested in planning issues.

**Exhibitions/Drop-ins**

4.32 Exhibitions normally involve display boards showing proposed area or topic based changes. They allow people to browse and take in information. Royal Borough organised exhibitions will be held in locations accessible by a range of transport options and with disabled access and advertised appropriately, for example on the council’s website, in council publications and email notifications. Drop-ins allow people to view the exhibition and then to discuss any issues or concerns with Royal Borough officers on a one-to-one basis.

**Workshops/ Focus Groups**

4.33 Workshops can bring people together from different sectors of the community to be more actively involved in the early and initial issues and options in preparing policy documents.

4.34 Workshops and focus groups work well on a topic or area basis and will normally be led by council officers and/or facilitators, as appropriate. They can be a good way of engaging with harder to reach groups, particularly through linking up to existing meetings.
Public and Community Events

4.35 The Royal Borough will take opportunities to link up with other programmes of public consultation or community or council-led events, such as the annual Greenwich Great Get Together. At such events or consultation programmes the council can publicise and encourage comments on relevant planning policy documents.

Local Councillors

4.36 Locally elected councillors play a key part in providing advice, representation and advocacy of planning related issues as well as helping to notify residents and businesses of the borough of current planning matters.

Social Media

4.37 Social media is increasingly recognised as an effective means for communication. It can provide instant communication to a large number of people. This method of communication may engage those who are not normally interested in local government issues and reach a wider audience than the planning policy database. The Royal Borough will use social media to promote consultations where appropriate.

5. DEVELOPMENT PLANNING

Pre-Application Consultation

5.1 The Royal Borough wishes to ensure that any person, group or service providers affected by or interested in a planning application has the opportunity to comment on the proposals. The Royal Borough is also committed to ensuring that any views expressed on material planning matters are taken into account when the application is determined.

5.2 The key areas on which the Royal Borough will concentrate are:

- Informing people or groups about applications that may affect them or which they may have an interest in; and

- Encouraging the early involvement of those likely to be affected by, or those who have an interest in, the proposals.

5.3 Developers have a legal duty to consult local communities on very large scale development proposals prior to submitting a planning application. This should include local amenity groups and any constituted neighbourhood forums. For
large scale proposals where there is no legal requirement to consult, the Royal Borough agrees with the suggestion in the National Planning Policy Framework that it should strongly encourage developers to involve the local community from an early stage. This may take a variety of forms such as local exhibitions, public meetings, circulation of leaflets or the creation of a well-publicised dedicated website, including a facility to make comments.

5.4 Community involvement should ideally be sought in two stages. Firstly, views should be sought from interested groups on what may be appropriate for a site so that these comments can, wherever possible, be taken on board before the proposals are drawn up. Secondly, further views should be sought on the evolving proposals before a planning application is submitted, so that changes can be made in response before submission, and also so that people are already aware of the background and the proposals when we carry out consultations on the application.

5.5 Where an applicant has arranged some community involvement prior to making a planning application, we expect a supporting report to be submitted setting out the type of community involvement undertaken, the views expressed and the changes made by the applicant in response; if no changes have been made, the report should explain why not.

5.6 Anyone proposing development of any scale is likely to find that early information of this via consultation and discussion with neighbours or others likely to be affected by the development, will ease the planning process.

**Pre-application Discussions with the Royal Borough**

5.7 We encourage developers to seek our views on development proposals before they submit an application. While any views we express will not bind the Royal Borough in its subsequent decision on any planning application, these pre-application discussions help to identify key issues, and help to ensure that the application closely accords with our planning policies.

5.8 The Royal Borough currently offers two specific types of pre-application advice service, one for residential and small business applications and one for larger scale developments. We can also provide advice on householder applications if required. Further details of the advice available are set out on our website.

**Consultation on Applications**

5.9 We ensure that we carry out all consultation that we are required to do. We normally allow 21 days but there may be occasions when a 14 day period is set, for example in cases of special urgency or for a re-consultation.
5.10 Depending on the type and scale of application, consultation may include:

- Placing a site notice as near as possible to the application site;
- Advising in writing occupiers of properties immediately adjacent to the application site and directly affected by the proposal;
- Advertising proposals on our website (access to our website is available at all local libraries if required);
- Advertising proposals in local newspapers;
- Consultation as required with statutory consultees and other bodies, such as the Environment Agency, Historic England, the Secretary of State and the Mayor of London, and local amenity groups when appropriate.

5.11 The table below shows the type of consultation that is likely be used for the various application types:

<table>
<thead>
<tr>
<th>Type of development</th>
<th>Site notice</th>
<th>Site notice or neighbour notification letter</th>
<th>Newspaper advertisement</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications for major development as defined in Article 2 of the Development Management Procedure Order</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Applications which do not accord with the development plan in force in the area</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Applications for planning permission</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Type of development</td>
<td>Site notice</td>
<td>Site notice or neighbour notification letter</td>
<td>Newspaper advertisement</td>
<td>Website</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>---------------------------------------------</td>
<td>--------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>not covered in the entries above eg non-major development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications for listed building consent where works to the exterior of the building are proposed</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

5.12 It is possible to register on our website for email alerts, to be notified automatically of planning applications in your area.

5.13 All applications and associated documents will be available to view on the Royal Greenwich website. Comments on applications can be submitted online, and this is always the preferred method of comments being received. Anonymous comments without an address will not be accepted.

**Petitions**

5.14 Petitions do not have significant weight in the consideration of a planning application or appeal. It is often better for individuals to write a letter explaining their own views. Decision makers will tend to give greater weight to the views expressed in individually prepared letters, as these are generally a better reflection of personal concerns. A petition will be treated as one objection, no matter how many signatures there are.

5.15 If you still wish to submit a petition it will be considered provided that:

- each page of the petition is headed with the aim of the petition;
- the names and addresses of those signing are provided and are legible; and
- the comments are material in planning terms and clearly stated.
5.16 Please note that duplicates of a letter (the same layout and the same comments) may also be acknowledged as a petition.

**PROCESS**

5.17 The majority of planning applications will be determined by the Chief Planning Officer under ‘delegated powers.’ However, some applications will be determined by either the Planning Board or one of three area planning and environment committees.

5.18 The Planning Board considers major applications of a strategic nature. Planning applications are considered by an Area Committee when:

- There have been eight or more objections and the recommendation is to grant planning permission;
- Where a formal request is made by a Councillor; or
- Where the application is regarding a strategic or controversial matter and that the Chief Planning Officer decides it would benefit from Member’s consideration.

5.19 A weekly list of all registered planning applications and decisions taken on planning applications is available to view on the council website.

**OTHER TYPES OF APPLICATION**

**Listed Building Consent**

5.20 Advertising listed building consent is not required where the works are only internal and where the building is Grade II listed. Where demolition is involved for a listed building, we will consult national amenity societies.

**Certificates of lawfulness**

5.21 Decisions on these applications are a matter of law, not of planning policy so there is no requirement to consult on them. We may, however, consult adjacent occupiers and local amenity societies on applications for a lawful development certificate for existing uses, operations or activities in order to confirm the assertions about the development put forward by the applicant.
Advertisement consent

5.22 We consult as required by the Regulations, e.g. in relevant cases with the Secretary of State for Transport, neighbouring boroughs, and bodies responsible for railways and waterways.

Trees

5.23 For applications under the Conservation Area and Tree Preservation Order procedures, we usually consult those neighbours we consider might be directly affected by any proposed felling of a tree. However, we do not normally consult neighbours about proposed tree surgery (e.g. pruning).

Prior Approval

5.24 We consult as required by the Regulations (in most cases the Town and Country Planning (General Permitted Development Order) 1995) e.g. by serving a notice on adjoining owners or occupiers immediately adjoining the site as required under temporary procedures for larger home extensions.

DECISIONS

5.25 Decisions will be made on applications within 13 weeks for major applications (15 weeks if with an EIA) and 8 weeks for non-major applications. We will aim to make a decision on all other applications within 8 weeks.

THE APPEAL STAGE

5.26 When we are notified of an appeal by the Planning Inspectorate, we notify interested parties of the appeal and provide a copy of comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

5.27 If an appeal is to be considered at an informal hearing or public inquiry, we also notify interested parties of the venue and time of the hearing in line with the Planning Inspectorate’s requirements.

APPLICATIONS CALLED IN BY THE MAYOR OR SECRETARY OF STATE

5.28 Where applications are called in by the Mayor or Secretary of State we will usually continue to be responsible for consultation and providing the responses to those taking the decisions. Once an application is called in by the Mayor a ‘representation hearing’ is held.