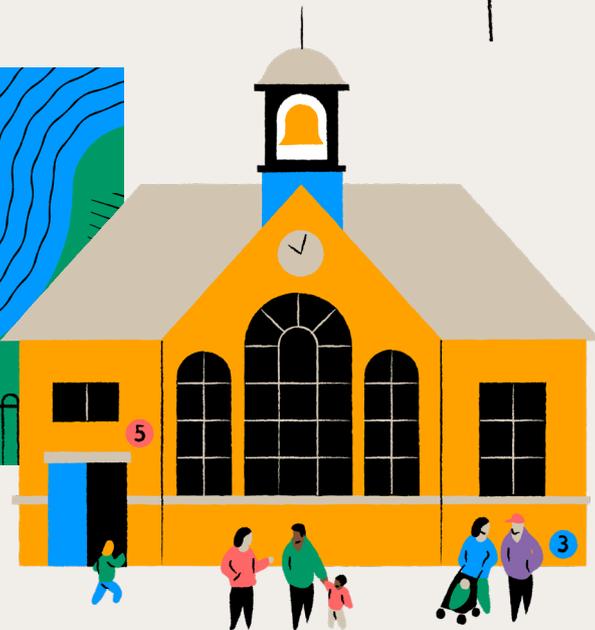


Statement of Community Involvement Draft for Consultation

September 2024



Draft Statement of Community Involvement 2024

1 Introduction	3
2 Approach to Community Involvement	5
Key principles	5
Level of impact for engagement activities	6
Who we engage with	6
3 Getting involved with the Local Plan	8
Wandsworth's Planning Policy Framework	8
Local Plan Consultation	9
Sustainability Appraisals	9
Supplementary Planning Documents (SPDs)	10
Forthcoming Consultation	10
How we consult	10
How to get involved	11
How to submit the best representations	11
What happens to your comments?	12
Data Protection	12
4 Neighbourhood Planning	13
Neighbourhood Plans	13
Neighbourhood Development Orders (NDOs)	13
Community Right to Build Orders	13
Further Information	14
Community Infrastructure Levy	14
5 Consulting on Planning Applications	15
Raising the Bar	15
Pre-application	15
Application	16
Developers Protocol	16
Design Review Panels	16
6 Further Information	19
Contacts	19

7 Appendices	20
Appendix A: key stages of the Local Plan process and the Council's commitment to engagement	20
Appendix B: Glossary	22

I Introduction

- I.1 The Statement of Community Involvement (SCI) is a statutory document that provides a framework for future consultation and community engagement in planning. The Council recognises the importance of community involvement, and we are committed to engaging with residents and stakeholders to inform planning decisions.
- I.2 The SCI sets out how Wandsworth's community can be a part of shaping places in the Borough and influence planning decisions. An effective Planning Service ensures that our community can have the opportunity and contribute to planning decisions and the preparation of the Local Plan.
- I.3 The SCI aims to exceed and expand upon the minimum requirements established in planning legislation to improve community involvement in planning in line with the guidance set out in [Raising the Bar](#) and the [Developer Protocol](#).
- I.4 This document sets out our commitment to involve local residents, local businesses and other key organisations and stakeholders in the plan-making process and the determination of planning applications.
- I.5 The SCI meets the requirements of the National Planning Policy Framework, which promotes consultation before and after a planning application is submitted and at key stages of preparing the Local Plan and other planning documents. The Council is required to keep the SCI under regular review and will be updated to reflect any changes in practice at least every five years.
- I.6 The following sections of this document set out our approach to community involvement; how to get involved in the Local Plan process; neighbourhood planning; consultation on planning applications; and further information on engaging with the planning process.
- I.7 Table I.1 provides a summary of Wandsworth's role as a local planning authority and how we involve the community in our work.
- I.8 The SCI has been prepared under the Planning and Compulsory Purchase Act 2004, the Localism Act 2011; the Town and Country Planning (Local Planning) Regulations 2012; the Town and Country Planning Development Management Procedure (England) Order 2015; the National Planning Policy Framework 2023 and the Community Infrastructure Levy Regulations 2010.

Our role	
Planning Policy	We shape development within Wandsworth through the policies set out in the Local Plan. Everyone has the opportunity to shape their area by engaging in the Plan-making process.
Planning Applications	We assess planning applications against local and national planning policies to grant or refuse permission for small and large developments. Residents are able to make comments on proposed development, which will be considered in decision making.
Planning Enforcement	We take action on development in Wandsworth that does not have planning permission or is not in accordance with planning permission.
Community Infrastructure Levy	We are able to raise funds from new development to support the delivery of infrastructure across the Borough.
Working with Neighbouring Boroughs	We manage cross boundary issues under the duty to cooperate whilst managing planning applications and developing policy.

Table 1.1 Wandsworth Council's role in planning and community involvement

2 Approach to Community Involvement

2.1 This section sets our approach to engagement as a local planning authority to meet best practice and deliver a consistent approach to community involvement throughout the lifespan of the SCI. It has been reviewed to include the principles set out in the Council's [Raising the Bar \(2024\)](#) guidance to provide a consistent approach to engagement across the planning service. This section sets out the key principles underpinning our approach, the level of impact for engagement activities and who we engage in the planning process.

Key principles

2.2 Local communities are most affected by development in their area and know most about their neighbourhood. Therefore, effective community involvement in the planning process has benefits for both the Council and the local community to better shape places in the borough. The SCI aims to build upon the minimum requirements set out in planning legislation to exceed and expand upon these requirements, improving community involvement in planning.

2.3 Successful engagement will:

- **Develop and support long-term relationships** with our community and organisational stakeholders.
- **Listen to and learn from our communities** to support an effective planning service using appropriate methods.
- **Encourage participation** by starting early and making the process simple, clear and accessible to all.

Key Principle	What	How
Flexible	Adapting to overcome barriers to participation	<ul style="list-style-type: none"> • Provide mixed methods and approaches to take part that are inclusive and cost effective • Make documents available in local libraries and digitally • Ensure webpages and consultation materials use plain language and are jargon free • Present documents or other material in accessible formats
Consistent	Building relationships with longevity	<ul style="list-style-type: none"> • Ensure engagement starts early • Publicise responses and provide feedback • Provide support to participate
Transparent	Ensuring trust and accountability	<ul style="list-style-type: none"> • Purpose and objectives clearly communicated • Impact of participation is defined • Keep residents informed of our progress and outcomes of engagement activities • Sharing details of events and opportunities with adequate time to respond

Table 2.1 Key principles for community engagement

2.4 The planning service aims to update consultation methods as technology and ways of interacting with the Council develop. Most responses in Wandsworth are now received either via our online consultation portal or through email rather than by post. We encourage respondents to respond digitally to consultation activities to improve the efficiency of the process. However, we still provide the option for postal responses and provide physical copies of documents in the Borough's main libraries and Town Hall acknowledging that not everyone has access to or wishes to respond via the internet.

Level of impact for engagement activities

2.5 Our engagement activities will be tailored depending on the needs of the project. We will use a range of methods and activities to involve the community in planning at the relevant stage of the process. Community involvement may focus on informing residents and at other times involve partnership working and co-creation. We will clearly communicate this depending on the project.

Level of impact	Participation goal	Promise to the public
Empower (highest impact)	Devolving or taking joint responsibility for decision-making.	We will support you to make decisions and implement what you decide.
Collaborate or co-create	Working in partnership to help shape outcomes.	We will look to you for advice and guidance to create solutions.
Involve	Ensuring aspirations and concerns are fully understood.	We will make sure your concerns and aspirations are reflected in the proposals.
Consult	Seeking feedback and views.	We will listen to and take account of your opinions.
Inform (lowest impact)	Sharing information about the plans or project.	We will keep you informed about our process and help you understand the opportunities and solutions.

Table 2.2 Level of impact for engagement activities

Who we engage with

2.6 We encourage individuals, organisations and businesses with a connection to the Borough to engage with the Local Plan process alongside making comments on relevant planning applications. If you would like to get involved in local plan production, please email the Spatial and Design Planning Team at Wandsworthplanningpolicy@wandsworth.gov.uk to be added to the planning policy database.

2.7 As a local planning authority, under the Localism Act 2011 and the NPPF, the Council has a 'Duty to Cooperate' with other local authorities and specific groups or bodies when creating new planning policy. At all stages of plan-making the Council has a legal requirement to make information available for residents and organisations, alongside a duty to consult with the specific, duty to cooperate and general consultation bodies.

Specific consultation groups or bodies:

- The Mayor of London (The Greater London Authority)
- Transport for London
- Historic England
- Natural England
- The Environment Agency
- Network Rail Infrastructure Limited
- The Highways Agency
- Adjoining local planning authorities
- Clinical commissioning groups
- Relevant telecommunications companies
- Relevant electricity and gas companies

- Thames Water
- The Coal Authority

The duty to cooperate requires us to engage collaboratively and on an ongoing basis with:

- 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)
- Local nature partnership (All London Green Grid Local Nature Partnership)

General consultation bodies (as prescribed by the Town and Country Planning Regulations (2012):

- Voluntary bodies whose activities benefit the area;
- Bodies representing racial, ethnic or national groups in the area;
- Bodies representing the LGBTQ+ persons in the area;
- Bodies representing religious and belief groups in the area;
- Bodies representing disabled persons in the area; and
- Bodies representing businesses in the area.

2.8 As part of our commitment to equality, diversity, and inclusion, the Council will consult with the groups listed above with protected characteristics highlighted by the Equality Act 2010. We aim to promote equality, eliminate discrimination, and encourage good relationships with groups associated with protected characteristics when consulting on planning matters.

2.9 If you belong to a group that can be described by one of the categories listed above and you would like your group to be involved in local plan production, please email the Spatial and Design Planning Team at Wandsworthplanningpolicy@wandsworth.gov.uk to receive updates on the development of Planning Policy documents.

2.10 We recognise that there are challenges to engaging with the planning system i.e. language barriers, lack of internet access and social expectations. The Council is continuously exploring more interactive ways in which we can support those who have difficulties engaging with the planning system. This includes exploring more accessible venues, user-friendly digital consultation tools and new interactive methods of consultation. We will ensure our website and consultation materials clearly set out how we will undertake community engagement.

3 Getting involved with the Local Plan

- 3.1 The Local Plan consists of a series of documents which set out the spatial vision for Wandsworth, our strategy for delivering this vision, detailed policies for managing development in the borough and development sites where change is anticipated in the borough. The Local Plan is produced in accordance with the National Planning Policy Framework and the Town and Country Planning Act.
- 3.2 Wandsworth’s Local Plan was adopted in July 2023. The Council is currently in the early stages of undertaking a partial review of its Local Plan which will be prepared and consulted on with stakeholders and the community.
- 3.3 Community involvement in the plan-making process is essential to provide an opportunity for the local community to be involved in shaping the places where they live and work. It is also important that the community can be involved from the beginning of the process to identify issues and consider options from the earliest stage.
- 3.4 Consultation on the Local Plan will continue to at least meet, if not exceed, the minimum requirements under the current local plan-making national legislation.

Wandsworth’s Planning Policy Framework

- 3.5 Table 3.1 sets out the documents that manage growth and development in the Borough. The documents below include national and regional planning policy documents alongside those which form the statutory development plan for the Borough. The SCI supports the Adopted Local Plan and the emerging draft Local Plan.

Documents	Summary
National Planning Policy	
National Planning Policy Framework	Sets out national policy and plan-making requirements. The Local Plan is produced in accordance with the NPPF.
Regional Planning Policy	
The London Plan	Presents the spatial development strategy for Greater London. The Local Plan is produced in general compliance with the London Plan.
Local Planning Policy	
Wandsworth Local Plan <ul style="list-style-type: none"> • Policies Map • Monitoring Framework • Evidence base 	Is the key planning document for the Borough. It includes a 15-year vision and framework for the future development of the Borough, addressing the needs and opportunities in relation to housing, the economy, community facilities and infrastructure. The Local Plan is the main document that is used for making decisions on planning applications within the Borough.
Supplementary Planning Documents	Provide additional guidance on specific adopted policies within the Local Plan.
Annual Monitoring Report	Reports the performance of the Local Plan policies and is published every year.
Local Development Scheme	The LDS sets out the timeline of production for the Local Plan

Table 3.1 Wandsworth Local Plan Framework

Local Plan Consultation

- 3.6** Regulations allow for flexibility in how consultation and engagement activities take place, and as such the Council intends to go beyond regulations to fully explore issues to enable robust policies. It is required by planning legislation that the Council works collaboratively with adjoining planning authorities, private sector bodies and utility and infrastructure providers on strategic planning priorities.
- 3.7** The stages of Local Plan consultation are set out below:

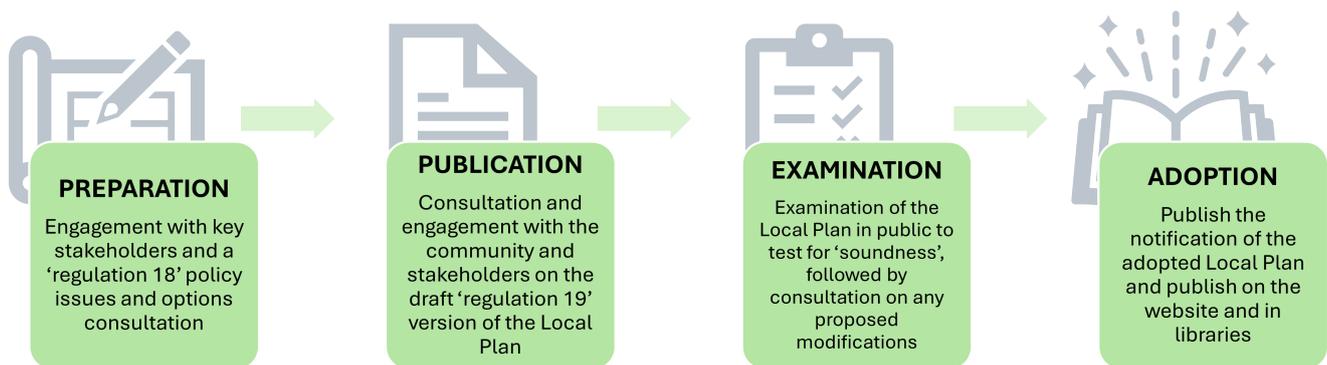


Figure 3.1 Stages of Local Plan consultation

- 3.8 Stage 1 Preparation:** in the preparation of the Local Plan 'Regulation 18' consultation welcomes views from the local community and stakeholders on draft Local Plan. In addition to regulations, the Council aims to undertake targeted consultation with those who are particularly affected by the policies in the Local Plan.
- 3.9 Stage 2 Publication:** the Council publishes their 'publication version' of the Local Plan and invites comments on the draft ('Regulation 19') document. Those who submit comments at this stage will be able to submit representations and participate in the examination hearing session. It is a priority for the Council to engage with organisations and individuals who do not normally get involved in planning policy consultations through early and continued engagement.
- 3.10 Stage 3 Examination:** the Local Plan will be examined in public through a series of hearing sessions to test whether the plan is considered to be 'sound' (see appendix A). Those who provided Regulation 19 representations will be invited to participate in the sessions. The Planning Inspectors will suggest a list of modifications, which will then be subject to consultation.
- 3.11 Stage 4 Adoption:** the Local Plan will be adopted by Council and then published. Those who have engaged in the plan-making process will be notified. Planning decisions and place-making will be shaped by the Local Plan which includes community and stakeholder input.
- 3.12** 'Appendix A: key stages of the Local Plan process and the Council's commitment to engagement' sets out further information on our commitment to engagement at each of the key stages in preparing the Local Plan.

Sustainability Appraisals

- 3.13** At each stage, the draft plan will be accompanied by a Sustainability Appraisal (SA) which would be also made available for comment as part of the Local Plan consultation with relevant consultation bodies and the public. Sustainability Appraisal is an ongoing process at each stage of Local Plan production to assess the appropriateness of Local Plan policies against reasonable alternatives to promote environmental, economic and social objectives. The SA forms part of the evidence base for the Local Plan and considers how the document and its policies contribute to sustainable development.

3.14 It is no longer required by legislation that Supplementary Planning Documents require SAs.

Supplementary Planning Documents (SPDs)

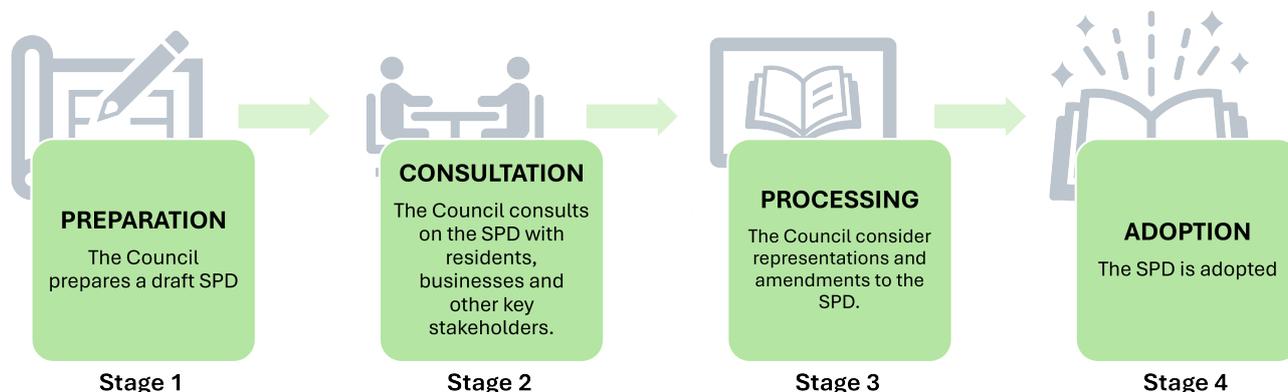


Figure 3.2 Stages of SPD consultation

3.15 Supplementary Planning Documents (SPDs) provide additional guidance and additional detail on the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Public engagement and the consultation process is broadly aligned with that of local plan production requirements, and the broad consultation principles set out in section 2. The process for consultation on SPDs is set out in Figure 3.2.

Forthcoming Consultation

3.16 The Council has commenced work on the partial review of the Wandsworth Local Plan. Preparation, engagement and consultation of the partial review and any additional future review of the Local Plan are intended to take place according to the stages set out in the sections above. The partial review will focus on affordable housing and therefore will be limited in its scope and may not cover all stages set out above in full detail. The Council will ensure it undertakes targeted consultation with individuals and groups who are impacted by affordable housing policies.

How we consult

3.17 As set out in Chapter 2, engagement activities will range in their level of impact and we will use different consultation methods at the appropriate stage of the Local Plan process with regard to Government guidance. Table 3.2 sets out the range of consultation methods available to the Council to support the preparation of the Local Plan and SPDs.

Consultation methods	Key principle	Level of impact
Documents available for inspection at main libraries in the Borough: Balham, Battersea, Putney, Tooting and Wandsworth. This is a minimum requirement as set out in the Town and Country Planning regulations and all locations are accessible to those with disabilities.	Flexible	Inform
Letters/emails to specific consultation bodies, as listed in the regulations. We will notify and collaborate with relevant bodies during preparation of the Local Plan.	Consistent	Collaborate
Publish consultations in printed media- local press, Brightside (Council newspaper), leaflets and	Transparent	Inform

Consultation methods	Key principle	Level of impact
newsletters. Brightside is distributed to all homes and businesses in the Borough several times a year, ensuring everyone is informed of consultations and to raise awareness of planning issues.		
Targeted meetings with select stakeholders and key interest groups to identify key issues and ensure planning policy aligns with other strategies and initiatives. The Council will engage with amenity groups, Town Centre Partnerships and Wandsworth Business Forum.	Consistent	Collaborate
Create digital first consultation for key local plan stages using specific Local Plan consultation software at key consultation stages. This will ensure that the process can be run efficiently and in a user friendly manner. There will always be the option to respond and be notified by letter for those without access to a computer.	Consistent	Consult
Inform all members of our consultation and planning policy database with new consultation activities and updates. Find details below on how to be added to the planning policy database.	Transparent	Involve
Host public events so that residents and businesses can get involved and ask questions in person with the planning team.	Flexible	Empower
Consultation documents will be as clear and concise as possible, using plain English and avoiding or explaining 'jargon'.	Consistent	Inform
Use of social media such as Twitter as a useful tool to publicise live consultations and provide any updates.	Transparent	Inform

Table 3.2 Consultation methods for community involvement in Wandsworth

How to get involved

3.18 We welcome our residents and local businesses or organisations to comment and participate in the Local Plan process. For further information on when you can get involved see Appendix A.

3.19 If you would like to be added to our planning policy database and receive email or letter notification of new consultation activities in the Borough email the Spatial and Design Planning Team at Wandsworthplanningpolicy@wandsworth.gov.uk

How to submit the best representations

3.20 To ensure that your comments are recorded and clear to represent your views, we encourage you to:

- Provide your name and contact details including either your email or address so we can inform you of the outcome of the consultation.
- Be clear on what issues or section of a plan or document you are responding to so we can consider your response appropriately.
- Submit feedback prior to the closing date and let the Planning Policy team know if you have any issues with making comments.

- Participate in early stages of Local Plan consultations so your views can be considered at the start of the process.
- Comment in relation to the ‘Soundness’ of the Local Plan if responding at Publication (Regulation 19) stage or later.
- If you wish to participate in the Local Plan examination hearings ensure you make comments at Publication (Regulation 19) stage.

What happens to your comments?

3.21 The Council is committed to reporting back on the responses to consultations. All comments we receive are considered by the Planning Policy team. Following each stage of public consultation, we will:

- Give full consideration to all representations received and engage in further discussions where this will assist the Council in developing the document.
- Make all responses to Publication or Submission stage documents available on our website.
- Produce a Statement of Consultation report, detailing the comments we have received and explaining how we have dealt with comments and how they have affected the development of policy, at each stage of the Local Plan process.
- These reports will also be reported to committee alongside subsequent changes to the Local Plan or SPD; be available on the website; upon request; and at the 5 town centre libraries.

Data Protection

3.22 For the purposes of data protection, information the Council holds will only be used in connection with the planning documents that are being prepared and will not be passed on to anyone else other than those who are directly involved with preparing the planning documents unless the Council is required to disclose this information by law or by any Government department or other regulatory authority. Where relevant, information may be disclosed to others outside the Council, for example the Planning Inspectorate when examining a Local Plan.

3.23 The Planning service follows the [Council wide privacy notice](#) which should be read in conjunction with the [Planning and Transport service privacy notice](#).

4 Neighbourhood Planning

- 4.1** The Localism Act (2011) introduced neighbourhood planning to give local communities statutory powers to create planning documents to shape development within their local area. The Council facilitates and supports neighbourhood planning but it is primarily led the community. The NPPF (2023) states that Neighbourhood Plans “should support the delivery of strategic policies contained in local plans or spatial development strategies; and should shape and direct development that is outside of these strategic policies”.
- 4.2** Neighbourhood Planning is optional and you do not need to prepare a Neighbourhood Plan to shape development in your area. We actively encourage local people to make an active contribution to policy making by:
- Taking part in the review of the Local Plan
 - Making comments on planning applications
 - Commenting on the review of other planning documents
- 4.3** In addition to participating in existing planning processes, there are three Neighbourhood Planning tools that can be used to shape development in your area. Before these tools can be formally used communities wishing to undertake neighbourhood planning must first apply to become a neighbourhood area then propose that the neighbourhood forum is designated. For further information on neighbourhood planning visit <https://neighbourhoodplanning.org/>.

Neighbourhood Plans

- 4.4** These set planning policies for the use and development of land, they can provide a range of detailed policies and proposals for an area, or a single policy relating to a specific issue, e.g. the design of new buildings. Once formally adopted it forms part of the statutory development plan for its area, alongside the Wandsworth Local Plan and London Plan, which will influence planning decisions.
- 4.5** To enable community engagement and participation objectives, the planning service will offer guidance and support to local groups considering producing a neighbourhood plan.

Neighbourhood Development Orders (NDOs)

- 4.6** These extend permitted development rights by granting planning permission for a specific development or use of land in a Neighbourhood Area, e.g. rear extensions on residential properties.
- 4.7** NDOs must be formulated by a neighbourhood forum.

Community Right to Build Orders

- 4.8** Community Right to Build Orders grant planning permission for new, small scale development on specific sites, for example new affordable housing on a defined site. They can provide planning permission for a specific development proposal of community benefit, including new housing, without the need to make a separate planning application. To progress an Order, the proposal has to be in an area which has been designated by the Council as a ‘neighbourhood area’ and a referendum must take place.
- 4.9** There are currently no Community Right to Build Orders proposed or in place in Wandsworth, but in line with the Council’s commitments to progress community participation and support the Government’s localism agenda, the Planning Service is committed to provide support and assistance.

Further Information

4.10 For more support or information on neighbourhood planning, please visit our planning web pages at <https://www.wandsworth.gov.uk/planning-and-building-control/planning-policy/neighbourhood-planning/> or email the Spatial and Design Planning Team at Wandsworthplanningpolicy@wandsworth.gov.uk.

Community Infrastructure Levy

4.11 The Community Infrastructure Levy (CIL) legislation allows local authorities to set charges which developers must pay when bringing forward new development in order to contribute to the delivery of infrastructure to support development. Wandsworth has an adopted charging schedule which sets out the tariff for different types of development across the Borough. The CIL operates through a charging schedule which will be periodically reviewed.

4.12 The process of preparing and bringing into force a CIL Charging Schedule is set out in legislation. The Council will follow the relevant legal procedures. The draft charging schedule will be consulted on for a minimum of six weeks and will be subject to examination prior to approval.

5 Consulting on Planning Applications

- 5.1 The term development refers to building operations or other changes to a piece of land. This can involve changes to the use of land or buildings, the construction of new buildings, or the extension or alteration of existing buildings. Most development requires planning permission before it can go ahead. Planning permission is usually obtained through the submission of a planning application to the local planning authority (usually the Council). It is at the planning application stage where specific, detailed decisions are made about the use of land or building works.
- 5.2 National planning policy strongly supports early community engagement and identifies that it has the potential to improve the efficiency and effectiveness of the planning application system for all parties. Engaging residents, councillors and other local stakeholders at the earliest possible stage in the scheme development process provides an opportunity for them to have a meaningful role in shaping their places and allows developers to benefit from local knowledge.
- 5.3 Effective, well thought out early engagement can reduce conflict, allow communities to have their say at a stage where their views can genuinely influence design decisions and consequently result in better development that is more responsive to local need and resilient to future changes in local behaviour and demand.
- 5.4 Community engagement undertaken by applicants and developers should occur as early as possible in the scheme's development process. It may take a variety of in person and digital forms, such as local exhibitions, public meetings, circulation of leaflets, use of social media or online engagement platforms, or the creation of a well-publicised dedicated website, including a facility to make comments.
- 5.5 Community engagement should be planned across multiple stages and should comprise an inclusive, transparent and open discussion with all parts of the local community. The Council's [Raising the Bar](#) sets out guidance to early engagement for applicants and developers.
- 5.6 Our Planning Applications webpage can be found at www.wandsworth.gov.uk/planning-and-building-control/search-planning-applications/ .
- 5.7 All stages of the planning application process from registration onwards can be followed on our website. It can also be found on the Government's Planning Portal at www.planningportal.co.uk/ .

Raising the Bar

- 5.8 Raising the Bar (2024) aims to support high quality pre-application engagement. It provides further guidance for early community engagement for applicants and developers of major schemes (over 1000m² or 10+ dwellings). It provides an outline of the Council's expectations and encourages applicants and developers to prioritise a design process that works with the community. The guidance aims to ensure applicants demonstrate the key principles of engagement to move beyond a tick-box engagement process.
- 5.9 Read the [Raising the Bar](#) guidance in full.

Pre-application

- 5.10 There is no formal consultation carried out for pre-application advice. However, anyone seeking planning permission is encouraged to talk to those likely to be affected by the proposal and consider their views before submitting an application. Depending on the type of development, applicants and developers should refer to our [Raising the Bar Guidance](#).

Application

- 5.11** The Council is responsible for notifying relevant parties ⁽¹⁾ when an application has been submitted. We will always publish details of planning applications online. Please visit [Comment on a planning application](#) for guidance on how to comment and view planning applications. Furthermore, our weekly list of registered planning applications can be found at [weekly advertised planning applications](#). Any comments for a proposed development received, will be responded to in the officer's report, which recommends whether a proposal is either granted or refused permission. Once a decision has been made this is uploaded online.
- 5.12** Comments on planning applications can be made by anyone. They are welcomed both in support and objection of planning applications, but must ensure they relate to planning considerations. These include matters like the effect on traffic or parking, the appearance of the proposal, overlooking or disturbance, loss of light or privacy, impact on the local environment and whether the proposed use is suitable. 'Planning Considerations' do not include matters such as loss of property value, private disputes between neighbours, matters covered by leases or covenants, the impact of construction work, and competition between firms.
- 5.13** Residents must inform their neighbours if they want to carry out any building work near or on your shared property boundary, or 'party wall'. You must speak to your neighbour to explain the work that you want to carry out and give notice in writing. Your neighbour can give written consent or refuse consent. There is more information on Gov.uk about this process: <https://www.gov.uk/party-walls-building-works>.
- 5.14** Property owners have a Right to Light which entitles them to a minimum level of natural illumination. If a developer has not taken into account ones right to light, you may have a case for compensation or for negotiating changes to the development. [The Royal Institute of Chartered Surveyors](#) (RICs) specialise in these matters.
- 5.15** To comment on a live planning application please visit [Wandsworth planning explorer](#) and find the application by entering information into the explorer.
- 5.16** Table 5.1 sets out the approach to consultation for different types of applications. It sets out how the scale of the application affects the level of consultation.

Developers Protocol

- 5.17** The Developer Protocol (2023) sets out how the Council will work with developers to maximise the development of social homes for rent. The protocol sets out a list of 10 statements that set out the Council's commitments to and expectations from developers working in the Borough. It aims to clearly set out how we work with developers and put residents' needs at the heart of decision making.
- 5.18** More information about the Developer Protocol can be found on the Council's website www.wandsworth.gov.uk/news/news-november-2023/engaging-developers-on-genuinely-affordable-homes/.

Design Review Panels

- 5.19** Public participation also takes place via Wandsworth's Design Review Panel. This comprises a panel of independent professionals with architectural and design expertise consisting of a Chair and five other built environment and design professionals who have requested to be involved and are then selected from a pool.
- 5.20** Architects and designers will be invited to submit their proposed scheme for a review. This will involve preparing drawings, models, PowerPoint presentations and other media formats for a presentation before the panel. Panel members will then ask questions to the design team to clarify any issues and discuss the

¹ See Planning Practice Guidance: Consultation and pre-decision matters at <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

design of the scheme. The Chair of the Design Review Panel will co-ordinate the panel discussion and will lead the response. A formal report will be sent from the Design Review Panel to the developer and their design team.

Approach to engagement and actions	Householder	Minor applications Less than 1,000m2 additional floorspace or 10+ dwellings	Major developments Over 1'000m2 additional floorspace or 10-24 new dwellings	Significant Major developments Over 1'000m2 additional floorspace or 25+ new dwellings
Expected impact of engagement process	Inform	Inform/ Consult/ Involve	Inform / Consult/ Involve /Collaborate	Inform / Consult / Involve / Collaborate / Empower
Consultation letter to neighbouring properties	Yes	Yes	Yes	Yes
Weekly list of planning applications	Yes	Yes	Yes	Yes
Electronic notification to residents and other stakeholders who are on the notification of application list within a specific area	Yes	Yes	Yes	Yes
Wandsworth Website	Yes	Yes	Yes	Yes
Site notice	Yes	Yes	Yes	Yes
Advert in local press			Yes	Yes
Public meetings*		Advised	Advised	Advised
Article in the Council newsletter, Brightside				Yes
Consultation with resident groups and amenity societies		Yes	Yes	Yes
Provide an early engagement strategy at pre-application stage			Advised	Advised

Attend Design Review Panel/ Planning Forum			Advised	Advised
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Table 5.1 Note: definitions for the expected impact of the engagement process can be found in table 2.2. Officers will use judgement when determining appropriate categories. *Meetings are subject to the agreement of the Ward Councillor. Note Ward Councillors are not obliged to meet to discuss all development proposals. Meetings are at the discretion of Officers and individual Ward Councillors.

6 Further Information

- 6.1** There are lots of useful resources and websites available to get involved in the planning process and future consultation in Wandsworth. For further information please see the following resources. The SCI provides an opportunity for the Council to shape how Wandsworth's community can be a part of shaping places in the Borough and influence planning decisions. An effective Planning Service ensures that our community can contribute to planning decisions and the preparation of the Local Plan.
- 6.2 Spatial Planning and Design Team:** Please contact the Spatial Planning and Design Team via email if you have any planning related queries or would like to be added to our consultation database to receive notification of new consultation activities in the Borough at Wandsworthplanningpolicy@wandsworth.gov.uk . Please visit our planning web pages for more information and advice on planning applications, plan-making, neighbourhood planning and information on planning consultations www.wandsworth.gov.uk/planning .
- 6.3 The Planning Portal:** The Government's online planning and building regulations resources which provide information on plans, appeals, application, contact details and research areas <https://www.planningportal.co.uk/> .
- 6.4 Planning Aid:** Provides planning advice and support for individuals on how to engage with the planning system and get involved in planning in your local area www.rtpi.org.uk/need-planning-advice/planning-aid-england/ .
- 6.5 National Planning Policy Framework:** sets out the National Planning policies and how they should be applied in the plan-making process and during decision-making www.gov.uk/government/publications/national-planning-policy-framework--2 .
- 6.6 The London Plan:** The London Plan sets out the Spatial Development Strategy for Greater London over the next 20-25 years. This sets the context for plan-making and decision-making across London www.london.gov.uk/programmes-strategies/planning/london-plan/new-london-plan/london-plan-2021 .
- 6.7 Neighbourhood Support:** Provides information on how to create a neighbourhood plan in your local area and the available support www.neighbourhoodplanning.org/ .
- 6.8 Consultation Hub:** Wandsworth Council's consultation and engagement hub which shows live consultation and engagement activities: <https://haveyoursay.citizenspace.com/wandsworth> .

Contacts

- 6.9 Spatial Planning:** Please contact the Spatial Planning Team via email if you have any Local Plan related queries or would like to be added to our consultation database to receive notification of new consultation activities in the Borough Wandsworthplanningpolicy@wandsworth.gov.uk .
- 6.10 Building Control:** There is no drop-in duty building control service. An appointment can be made to discuss a building control matter with an officer by email. You should provide your name, site address including postcode, and a contact number. These Building Control services can be requested by email to buildingcontrol@wandsworth.gov.uk .
- 6.11 Planning support:** This is a free advice service for householders. This is for general advice rather than the acceptability of a proposal. If detailed advice is needed, you should use the pre-application advice service. To submit an enquiry, email WandsworthPlanningSupport@wandsworth.gov.uk with as much detail as possible.
- 6.12 Pre-application advice:** Complete the form to request pre-application advice. Give as much detail as possible so we can offer useful advice for your project and ensure you pay the correct fee. If you have any problems with your application or, you would like to contact us, email WandsworthPre-Applications@richmondandwandsworth.gov.uk .

7 Appendices

Appendix A: key stages of the Local Plan process and the Council's commitment to engagement

Stage 1: preparation (Regulation 18)	
What it involves	Commitment to engagement
<p>Stage 1 involves gathering evidence to support the emerging Local Plan.</p> <p>A public consultation is held to invite comments on the key planning issues facing Wandsworth, and the proposed scope and contents of the new Local Plan. The feedback is used to shape the production of the first draft Local Plan.</p> <p>A 'call for sites' is held which is an invitation to all individuals, developers, landowners, agents and other interested parties to submit details of sites within the borough that may be available for redevelopment over the lifetime of the Local Plan. The responses received as part of this exercise help inform the site allocations for the Local Plan.</p> <p>From this, the Spatial Planning team produce an updated suite of evidence base documents relating to a wide range of topics. The findings of these studies are used alongside the feedback from the 'Issues' consultation and the Call for Sites (see above) to produce a 'Pre-Publication' Local Plan. This is the first draft of the Local Plan and sets out initial and preferred policies and sites for development.</p> <p>A public consultation is held on these documents, inviting feedback from a range of stakeholders, such as residents, development professionals and neighbouring boroughs.</p>	<p>The Council will use a range of consultation methods as set out in Table 2.</p> <p>The consultation will take place for a minimum of six weeks, which will be extended to take account of public or religious holidays. The Council is required by legislation to consult the following groups:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents and businesses <p>The Council commits to:</p> <ul style="list-style-type: none"> • Making consultation documents available on the website and physical copies in the main libraries in the Borough. • Sending letters/ emails to all members of our planning policy database to notify of the consultation. • Undertake early engagement with amenity groups and other relevant organisations. • Utilise digital consultation tools to ensure the process is user friendly and efficient. • Host public events if appropriate. • Carry out the 'duty to cooperate'.
Stage 2: publication (Regulation 19)	
What it involves	Commitment to engagement

<p>Using the feedback submitted from the consultation on the 'Pre-Publication' version, a revised draft of the Local Plan is created. This is referred to as the 'Publication' version and is what we intend to submit to the Planning Inspectorate (known as 'PINS', which acts on behalf of the Secretary of State) to be examined for 'soundness' and legal and procedural compliance.</p> <p>Before that, the Local Plan is made available for another round of public consultation, providing the opportunity for stakeholders to submit further feedback. In accordance with the relevant legislation, representations made at this stage should focus on issues of soundness and legal and procedural compliance.</p>	<p>The Council will use a range of consultation methods as set out in Table 2.</p> <p>The consultation will take place for a minimum of six weeks, which will be extended to take account of public or religious holidays. The Council is required by legislation to consult the following groups:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents and businesses <p>The Council commits to:</p> <ul style="list-style-type: none"> • Publish a copy of the draft Local Plan on the website and physical copies in the main libraries in the Borough. • Send letters/ emails to all members of our planning policy database to notify of the consultation and inform them of any updates. • Publish a notification of consultation in the Council's Brightside Magazine and local press. • Utilise digital consultation tools to ensure the process is user friendly and efficient. • Carry out the 'duty to cooperate'.
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Stage 3: examination

What it involves	Commitment to engagement
<p>Independent Planning Inspectors are appointed to examine the Plan, the evidence supporting it and comments made on it from the public consultations. The Inspectors hold hearings to discuss the 'soundness' of the Plan.</p> <p>Modifications to the plan are proposed by the Inspectors following the hearing sessions. The Inspectors provide their Examination Report and decide whether the Local Plan is sound subject to main modifications.</p>	<p>The examination in public of the Local Plan will take place in person at Wandsworth Town Hall.</p> <p>Those who responding to the 'regulation 19' consultation will be invited to participate in the examination of the Local Plan. The Programme Officer will inform 'regulation 19' respondents of how to get involved.</p> <p>There will be a public gallery for those who wish to attend and observe the Local Plan examination. There will be physical copies of the Local Plan examination library available at the hearings or digital copies on the website.</p> <p>The Council commits to:</p> <ul style="list-style-type: none"> • Publish the time and location of the examination hearings and the name of the Inspector.

	<ul style="list-style-type: none"> • Keep the website up to date with any updates to the programme. • Update the website to include all documentation produced to inform the examination. <p>Prior to adoption, there will be consultation on the main modifications that are required for the plan to be considered 'sound'.</p> <p>The Council commits to:</p> <ul style="list-style-type: none"> • Publish a copy of the main modifications on the website and physical copies in the main libraries in the Borough. • Send letters/ emails to all members of our planning policy database to notify of the consultation and inform them of any updates.
Stage 4: adoption	
What it involves	Commitment to engagement
The new Local Plan is adopted by the Council, replacing the existing Local Plan.	<p>The Council commits to:</p> <ul style="list-style-type: none"> • Publish the final adopted Local Plan on the website and physical copies made available in the Borough's main libraries. • Notify those in the planning policy database of the adopted Local Plan and adoption statement. • Send a copy of the adoption statement to the Secretary of State.

Appendix B: Glossary

- 7.1 Community Infrastructure Levy** - Levies on development to fund the infrastructure necessary to support the development set out in the Council's Local Plan(s).
- 7.2 Design Review Panel** - This is an independent body comprising of architects, urban designers, landscape architects, engineers, transport planners, heritage experts and other design related professionals with a local interest and recognised expertise in their field. The Panel assesses pre-application schemes within the borough, ideally at an early stage in the design and planning process, and occasionally post-application schemes with a view to achieving high-quality design.
- 7.3 Duty to Cooperate** - Places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.
- 7.4 Local Plan** - A Local Development Document which includes policies encouraging development, allocating sites or including development management policies as set out in Regulation 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The Council's Local Plan(s) replace the LDF.
- 7.5 Major development** - 10+ (gross) residential units or developments of 1,000 sqms or more of non-residential floorspace.

- 7.6 Soundness** - The national planning policy framework (NPPF) requires that local plans are examined by an independent inspector to assess whether they have been prepared in accordance with the duty to cooperate, legal and procedural requirements, and whether it is sound. This is described as a 'test of soundness'.
- 7.7 Statutory** – A document or requirement that is set forth by a legislation or under a legislation, including the Town and County Planning Regulations (2020) and the Planning and Compulsory Purchase Act (2004).
- 7.8 Sustainability Appraisal** - A Sustainability Appraisal is used by planning authorities to assess whether proposed plans and policies meet sustainable development objectives, and is mandatory under the Planning and Compulsory Purchase Act 2004. The aim is to promote sustainable development through the integration of social, environmental, and economic considerations into the preparation of new or revised Development Plan Documents (DPD) and Supplementary Planning Documents (SPD).
- 7.9 Representations** - The preparation of a Local Plan is a vital part of the process that a Council carries out to seek the views of the public and the development community on development and site proposals. The comments the Council get back are called representations.

For more information write to:
Spatial Planning and Design,
Chief Executive,
Wandsworth Town Hall,
London SW18 2PU

Telephone: (020) 8871 6000

Email: planningpolicy@wandsworth.gov.uk

Or visit our website: www.wandsworth.gov.uk/planning

