



London Borough of Sutton Local Plan

Statement of Community Involvement

May 2023



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Appendix A

1. Introduction

- 1.1 Sutton has a proud and strong history of involving local residents, businesses, the voluntary sector and other public sector organisations in influencing decision-making within the Borough. This Statement of Community Involvement (SCI) sets out how the council will engage with the community when formulating planning policies and making planning decisions.
- 1.2 Having an SCI is important as:
- a) It enables the community to know how and when they can become involved in the planning process; and,
 - b) It ensures that the council is aware of its duties and the value of community input when formulating planning policies and making planning decisions.

Updating the SCI

- 1.3 The first SCI was adopted by the council in 2006, and updated in 2014 and 2019, to reflect changes to the planning system including a requirement to review the SCI every five years.-This SCI has been updated to reflect further amendments to national legislation and planning policy, and the Council's Strategy and Resources decision to cease paper notifications of planning applications (20 February 2023).

Relationship with Other Council Strategies

- 1.4 The SCI is part of the suite of planning policy documents. Consequently, it is closely linked to the *Local Plan*, which sets out the council's planning policies. It also sets out procedures for Development Management, which is the process by which individual planning applications are decided. It is aligned with commitments in *Ambitious for Sutton 2022-2027*, the council's five year corporate plan, in 'An inclusive place for everyone' and 'An efficient and well run council' by enabling community engagement particularly with regard to the physical environment.

Relationship with Legislation

- 1.5 An SCI is a requirement of the *Planning and Compulsory Purchase Act 2004 (as amended)*. It also has regard to the *Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 767/2012) as amended*, the *Localism Act 2011*, the *Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended* the *Community Infrastructure Levy Regulations 2010 as amended* and the *Neighbourhood Planning Act 2017*.
- 1.6 The SCI also has due regard to the Public Sector Equality Duty under the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender/gender reassignment, race, religion and other protected characteristics.

General Principles of Consultation

- 1.7 The Planning Service aims to follow the following general principles for consultation:
- Providing a variety of ways for stakeholders to make comments;
 - Providing stakeholders with access to consultation documents and background documents to make informed decisions;
 - Enabling stakeholders to comment on different options;
 - Informing stakeholders of the potential outcomes of various options;
 - Encouraging the participation of people who have not previously been involved in planning consultations;
 - Giving stakeholders adequate time to respond;
 - Publicising consultations as widely as resources allow;
 - Keeping stakeholders up to date on proposed changes to plans and policies;
 - Reporting comments received accurately; and,
 - Publishing comments and giving feedback on the comments.

The Planning Service and the Format of this Document

- 1.8 The council's planning service is split into two areas: Planning Policy (often called Strategic Planning) and Development Management (which also includes planning enforcement).
- 1.9 Chapter 2 outlines the range of consultation techniques that can be employed by both services. Chapter 3 (Local Plan Consultations) and Chapter 4 (Neighbourhood Planning and Community Action Consultations) relate to work undertaken by Planning Policy, while Chapter 5 deals with Development Management Consultations.

2. Consultation Techniques

- 2.1 The council can use some or all of the following techniques to contact stakeholders. The type of consultation will dictate which of the consultation techniques will be used.

a) Council Website

The council can devote a webpage to planning policy and neighbourhood planning consultations. The council can also notify stakeholders of a planning policy or neighbourhood planning consultation through the consultation hub. The council's on-line Planning Register has details of all planning applications, with plans and background information.

The web address for the introductory planning policy page is:

sutton.gov.uk/planningpolicy

The web address for the introductory neighbourhood planning page is:

sutton.gov.uk/w/neighbourhoodplanning

The web address for introductory Planning Register page is:

planningregister.sutton.gov.uk

The web address for council's consultation hub is:

sutton.citizenspace.com

b) Library and Council Offices

The council can lodge planning policy and neighbourhood planning consultation documents at the civic centre and libraries, for those stakeholders without access to the internet. Table 2.1 shows the Council offices and libraries and their opening hours as of 2023. All locations are accessible to people with disabilities.

Table 2.1: Civic Centre / Libraries (as of June 2023)

Civic Centre / Library	Opening Times
Sutton Central Library Civic Centre, St Nicholas Way, Sutton, SM1 1EA Telephone: 020 87704740	Monday to Thursday: 9am - 8pm Friday to Saturday: 9am - 5pm Sunday: 1pm - 4.30pm
Cheam Library Church Road, Cheam, Surrey, SM3 8QH Telephone: 020 8644 9377	Monday: Closed Tuesday: 9:30am - 7pm Wednesday: 9:30am - 5pm Thursday: 9.30am - 6pm Friday to Saturday: 9:30am - 5pm Sunday: Closed
The Circle Library Green Wrythe Lane, Carshalton, SM5 1JJ Telephone: 020 8648 6608	Monday: Closed Tuesday: 9:30am - 7pm Wednesday: 9.30am - 5pm Thursday: 9.30am - 6pm Friday to Saturday: 9:30am - 5pm Sunday: Closed

Library @ The Life Centre Sutton Life Centre, Alcorn Road, SM3 9PX Telephone: 020 8644 9696	Monday to Thursday: 9:30am - 7pm Friday to Saturday: 9:30am - 5pm Sunday: Closed
The Library @ the Phoenix Centre Mollison Drive, Roundshaw, SM6 9NZ Telephone: 020 8770 4901	Monday to Tuesday: 9am - 7pm Wednesday : 9am - 5pm Thursday: 9am - 6pm Friday to Saturday: 9am - 5pm Sunday: 10am - 4pm
Wallington Library Shotfield, Wallington, SM6 0HY Telephone: 020 8770 4900	Monday to Saturday: 8am - 9pm Sunday: 9am - 6pm
Library at the Westcroft Centre Westcroft Leisure Centre, Westcroft Rd, Carshalton, SM5 2TG Telephone: 020 8647 1151	Monday to Thursday: 7am - 9pm Saturday to Sunday: 8am - 7pm
Worcester Park Library Stone Place, Windsor Road, Worcester Park, KT4 8ES Telephone: 020 8337 1609	Monday: Closed Tuesday: 9:30am - 7pm Wednesday: 9:30am - 5pm Thursday: 9.30am - 6pm Friday to Saturday: 9:30am - 5pm Sunday: Closed
Opening hours can also be viewed at libraries.sutton.gov.uk/digital-content/libraries	

c) Notices in Local Newspapers

The council may publish notification of certain types of planning applications received and development orders in the local newspaper - usually the *Sutton Guardian*.

d) Consultation Database (Emails and Letters)

The council maintains a planning policy consultation database of stakeholders who have an interest in local planning matters (see Appendix 1). The council will identify which stakeholders on the database it considers should be notified when a planning policy consultation is due to take place, via either email or letter. Should you wish to be added to the consultation database, please email: planningpolicy@sutton.gov.uk. Details will be held electronically, and will only be used for consultations on planning policy and related matters.

e) Leaflets and Response Forms

For certain planning policy and neighbourhood planning consultations, the council can deliver leaflets and response forms to addresses. This technique is only used for site or area-specific consultations as a borough-wide leaflet drop is prohibitive financially.

f) Referenda

The neighbourhood planning process requires a referendum in the neighbourhood area to agree a neighbourhood plan. This will be organised by the council.

g) Site Notices

For certain planning policy consultations relating to a specific area, the council can put up site notices. Site notices are also used for most planning applications (please see Table 5.1 for further details).

h) Press Releases

For planning policy consultations and neighbourhood planning consultations, the council can issue press releases to increase awareness.

i) Open Community Workshops and Meetings

For planning policy consultations, the council can arrange community workshops and meetings to discuss plans and issues with residents face-to-face.

j) Closed Community Workshops and Meetings

For planning policy consultations, the council can arrange for officers to meet certain groups to discuss particular plans and issues. This is particularly effective for hard-to-reach groups who do not often engage with the planning system, for example young people and people with disabilities.

k) Staffed Exhibitions

For planning policy consultations, particularly area-specific consultations, the council can put on staffed exhibitions for passing members of the public to discuss plans and issues face-to-face.

l) Council Committee Meetings

Planning policy consultations are normally approved by councillors at a council meeting prior to consultation and the responses are usually considered by councillors at a council meeting following the consultation. In most instances, the relevant committee is the Housing, Economy and Business Committee. Most planning applications are decided at officer level, however, some applications are decided at Planning Committee. These council meetings are open to the public. Details of council meetings can be found at: moderngov.sutton.gov.uk/mgCalendarMonthView

m) One-to-One Meetings

In certain circumstances, such as the preparation of a Site Brief Supplementary Planning Document, the council can engage in one-to-one meetings, for example with a landowner. This will usually occur prior to a formal consultation to ensure that any proposals, included in a formal consultation, are feasible and deliverable.

n) Community Notice Boards

The council has a number of notice boards around the Borough which can be used to publicise planning policy consultations. They are particularly useful for small area-specific consultations.

o) Hotline Numbers

For planning policy consultations, the council can provide a staffed telephone hotline to discuss any plans or issues. For planning applications, calls can be logged for the case officer via the main council telephone number **(020 8770 5000)**.

p) Social Media

For planning policy consultations, neighbourhood planning consultations and certain major planning applications, the council can use its Facebook page [facebook.com/SuttonCouncil](https://www.facebook.com/SuttonCouncil) or its social media feeds for Twitter @suttoncouncil, Instagram @suttoncouncil and Nextdoor.

3. Planning Policy Consultations

3.1 The main types of planning policy consultations are for the following documents:

- The Local Plan/Development Plan Documents;
- Supplementary Planning Documents;
- The Community Infrastructure Levy;
- Local Development Orders; and,
- Article 4 Directions.

3.2 This section will also cover the council's approach on Duty-to-Cooperate requirements, engagement on the preliminary stages of plan making and how the council will provide assistance on neighbourhood planning.

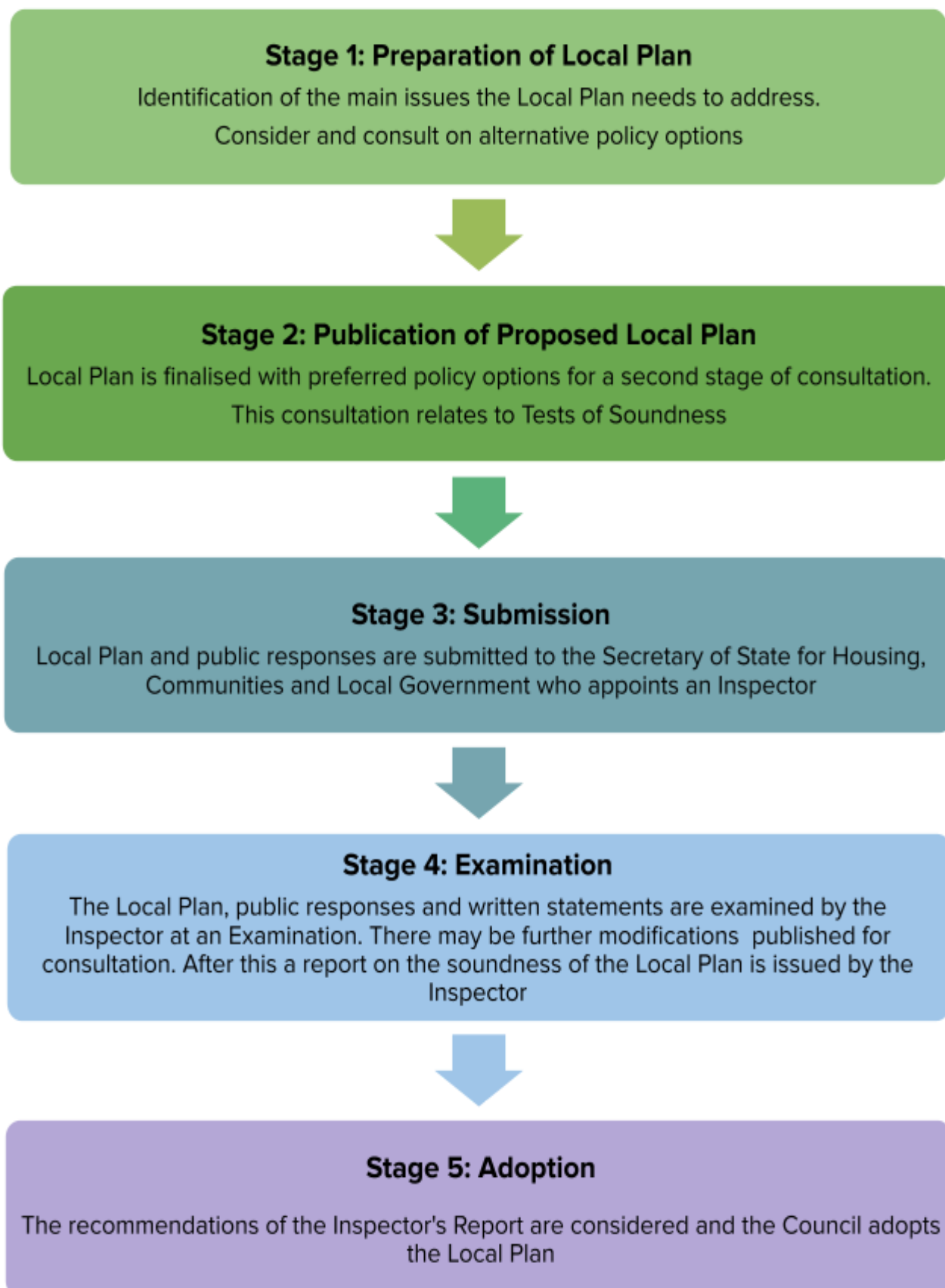
The Development Plan

3.3 The current Development Plan comprises:

- The London Plan, adopted 2021, which is prepared by The Mayor and which all the council's planning documents must be in general conformity with, under section 24(4)(a) of the *Planning and Compulsory Purchase Act (2004)*.
- The Local Plan, adopted by the council in 2018. This document sets out the planning strategy and policies for the borough until 2031 sutton.gov.uk/w/the-local-plan
- Any neighbourhood plan that has been adopted within the area. These are produced by local communities represented by neighbourhood forums. In Sutton, the Hackbridge and Beddington Corner Neighbourhood Plan - prepared by the Hackbridge and Beddington Corner Neighbourhood Development Group - was adopted in November 2018, and forms part of the development plan for that neighbourhood area.
- The *South London Waste Plan*, adopted by the council in 2022. This document deals with planning issues relating to waste treatment and is a joint plan with the neighbouring boroughs of Croydon, Kingston and Merton.

3.4 The council must review its Local Plan every five years, and decide whether to revise it, either in whole or in part. The key stages for preparing and revising local plans are set out in Figure 3.1.

Figure 3.1: Stages of the Local Plan, as required by Government guidance



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- 3.5 Government guidance states that there should be two main stages of consultation when reviewing plans (see Figure 1): Stage 1, when the issues and options are available for comment, and Stage 2, when there is a consultation on the draft plan. However, the Stage 2 consultation is limited to issues of “soundness”. The Tests of Soundness are set out in Table 3.1 and are reproduced from Paragraph 35 of the National Planning Policy Framework. Consultees wishing to comment at this stage are advised to formulate their responses within the context of the Tests of Soundness. It is possible that there would be a further consultation after the Examination but the council will be guided by the Inspector on this matter.

Table 3.1: Tests of Soundness from Paragraph 35 of the National Planning Policy Framework

Local plans and other development plan documents “are examined to assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound. Plans are ‘sound’ if they are:

- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet objectively assessed needs, and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c) **Effective** – deliverable over the plan-period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in the Framework.”

- 3.7 Table 3.2 sets out how the council will consult on the Local Plan at each stage of preparation.

Table 3.2: Consultation Arrangements for the Local Plan and other Development Plan Documents

Stage	Consultation Details	Consultees	Consultation Methods
<p>Stage 1: Preparation of the Local Plan <i>[Regulations 18, 35 and 36¹]</i></p> <p>Reason for Stage: To present issues for discussion and to get views on options</p> <p>Result: Responses give the council an insight into local opinion. Council will publish responses and a council reply on its website within a consultation statement.</p>	<ul style="list-style-type: none"> ● Consultation on issues and preferred options document of the Local Plan plus its Sustainability Appraisal ● Background evidence documents will also be available ● Consultation will be a minimum of 6 weeks 	<ul style="list-style-type: none"> ● Those relevant on the consultation database ● Those with interests in specific sites mentioned in the draft document ● Those who comment as a result of other publicity 	<ul style="list-style-type: none"> ● Council website: dedicated page and consultation hub ● Documents at council offices and libraries ● Emails or letters to consultees on consultation database ● Press release (if required) ● Open community workshops/meetings (if required) ● Closed community workshops/meetings (if required) ● Council committee meeting ● Council official social media accounts such as Facebook and Twitter
<p>Stage 2: Publication of Proposed Local Plan <i>[Regulations 19, 20, 21, 35 and 36¹]</i></p> <p>Reason for Stage: To present draft plan, to refine any policies or allocations, to identify the contentious issues</p> <p>Result: Responses will be sent to the Inspector</p>	<ul style="list-style-type: none"> ● Consultation on the draft Local Plan plus its Sustainability Appraisal ● Background evidence documents will also be available ● Consultation will be a minimum of 6 weeks ● Consultation at this stage is limited to the Tests of Soundness (see Table 3.1) 	<ul style="list-style-type: none"> ● Those relevant on the consultation database ● Those with interests in specific sites mentioned in the draft document ● Those who comment as a result of other publicity ● Those who commented at Stage 1 	<ul style="list-style-type: none"> ● Council website: dedicated page and consultation hub ● Documents at council offices and libraries ● Emails or letters to consultees on consultation database ● Press release (if required) ● Open community workshops/meetings (if required) ● Closed community workshops/meetings (if required) ● Council committee meeting ● Council official social media accounts such as Facebook and Twitter
<p>Stage 3: Submission <i>[Regulation 22¹]</i></p>	<p>THIS IS NOT A CONSULTATION STAGE</p>		

Stage	Consultation Details	Consultees	Consultation Methods
<p>Stage 4: Examination [Regulations 23 and 24¹]</p> <p>Reason for Stage: To present case to Inspector</p> <p>Result: Inspector’s Report</p> <p>Reason for Major Modifications</p> <p>Consultation: To provide an opportunity to comment on a major change to the plan</p> <p>Result: The responses will be sent to the Inspector and the council will publish the responses on its website</p>	<ul style="list-style-type: none"> ● The Inspector decides the issues to investigate further ● Where differences between respondents and the council can be resolved, Statements of Common Ground will be concluded between both parties ● Where differences between respondents and the Council cannot be resolved, Statements of Case will be produced by the respondent and the council for the Inspector to consider 	<ul style="list-style-type: none"> ● All those who responded in Stage 2 	<ul style="list-style-type: none"> ● The Examination is likely to involve public hearings. ● Notice for public hearings will be published at least 6 weeks before the public hearings. The council will provide accommodation for the public hearings ● The Inspector may arrange a pre-meeting to explain the process for the public hearing ● The Inspector’s Programme Officer will contact all those who made representations at Stage 2 to see if they wish to appear at the public hearings. ● The Inspector will consider the comments made at Stage 2 together with the Statements of Case at the public hearings. <p>If the Inspector has no major modifications to the draft plan, they will issue the report and the council will notify those who requested to be notified at Stage 2 of the publication of the Inspector’s Report</p> <p>If the Inspector has major modifications to the plan, they may request a consultation to the modifications and an Sustainability Appraisal update. The consultation on the modifications should last a minimum of 6 weeks. The council will:</p> <ul style="list-style-type: none"> ● Update the council website: dedicated page and consultation hub ● Place documents at council offices and libraries

Stage	Consultation Details	Consultees	Consultation Methods
			<ul style="list-style-type: none"> ● Send emails or letters to consultees on consultation database as well as those who responded at Stages 1 and 2 ● Issue press release (if required) ● Use Council official social media accounts
<p>Stage 5: Adoption [Regulation 26¹]</p>	<p style="text-align: center;">THIS IS NOT A CONSULTATION STAGE</p> <p>However, any person aggrieved by the Local Plan may make an application to the High Court under section 113 of the <i>Planning and Compulsory Purchase Act 2004</i> for a Judicial Review within 6 weeks of adoption.</p>		
<p>¹<i>Town and Country Planning (Local Planning) (England) Regulations 2012 as amended (Statutory Instrument (SI) 767/2012)</i></p>			

Supplementary Planning Documents

- 3.8 Supplementary Planning Documents (SPDs) add detail to, and further explain, the policies and proposals set out in the development plan, without adding new policy. Consultation for these documents normally involves publishing a draft for comment and considering any comments received and, if appropriate, producing a revised final version of the document. It may, on occasion, be appropriate for preliminary consultation to take place, depending on the scope and level of complexity of the SPD being prepared. Where SPDs are area-based, for example in opportunity areas, the council will target the community in those areas, and, where they are topic-based, the council will target any groups that are particularly affected.
- 3.9 Figure 3.2 sets out the stages of a SPD and Table 3.3 sets out the consultation requirements for an SPD.

Figure 3.2: Stages of a Supplementary Planning Document

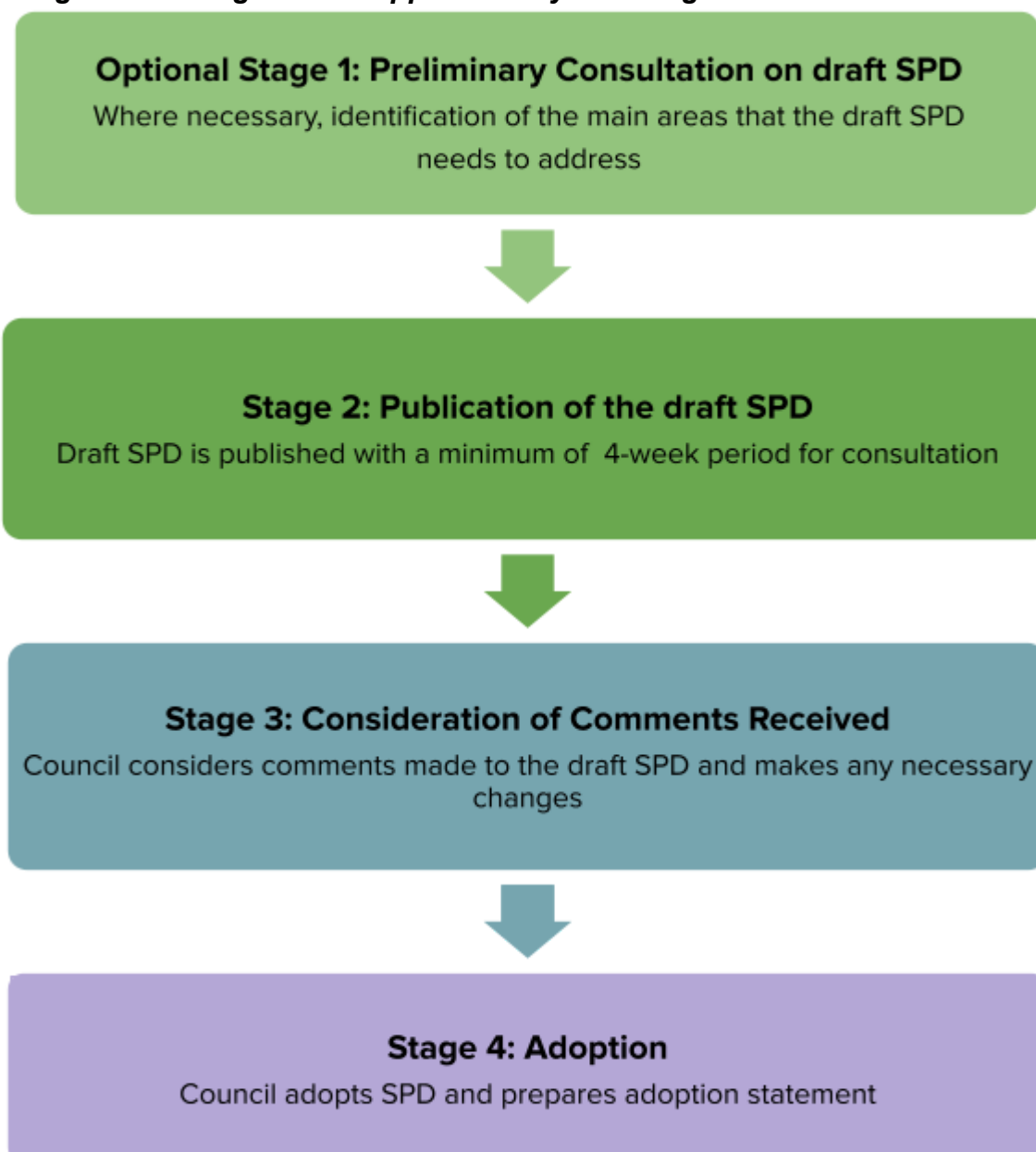


Table 3.3: Consultation Arrangements for a Supplementary Planning Document

Stage	Consultation Details	Consultees	Consultation Methods
<p>Stage 1: Preliminary Consultation on draft SPD <i>[Regulation 12²]</i></p> <p>Reason for Stage: To ensure feasibility and deliverability of SPD</p> <p>Result: Evidence to support future draft SPD</p>	<ul style="list-style-type: none"> • Dependent on the type of SPD being produced. 	<ul style="list-style-type: none"> • For Planning Briefs for a specific site: the Council will consult with the major stakeholders. This may be the landowner and relevant consultees on the consultation database. • For Policy Guidance: this may be the principal stakeholders affected and relevant consultees on the consultation database. 	<ul style="list-style-type: none"> • One-to-one meetings (if required) • Closed meetings (if required)
<p>Stage 2: Publication of draft SPD <i>[Regulations 12 and 35²]</i></p> <p>Reason for Stage: To present draft SPD, to refine the document and to identify contentious issues</p> <p>Result: Responses give council an insight into local opinion. Council will publish responses and a council reply on its</p>	<ul style="list-style-type: none"> • Consultation on the draft SPD • Background evidence documents will also be available • Consultation will be a minimum of four weeks 	<ul style="list-style-type: none"> • For Planning Briefs for a specific site: Consultees on the consultation database who the council considers may have an interest in the brief. Residents groups, residents and businesses in the vicinity of the site. 	<p>For Planning Briefs for a specific site:</p> <ul style="list-style-type: none"> • Council website: dedicated page and consultation hub • Documents at nearby council offices and libraries • Emails or letters to consultees on consultation database who may have an interest in the site • Press release (if required) • Leaflet and response form (if required) • Letters to neighbours (if required) • Site notice (if required) • Open community workshops/meetings (if required) • Staffed exhibition (if required) • Council committee meeting

Stage	Consultation Details	Consultees	Consultation Methods
website within a consultation statement.		<ul style="list-style-type: none"> ● For Policy Guidance: Consultees on the consultation database who the council considers may have an interest in the policy topic. . 	<ul style="list-style-type: none"> ● Council official social media accounts such as Facebook and Twitter <p>For Policy Guidance:</p> <ul style="list-style-type: none"> ● Council website: dedicated page and consultation hub ● Documents at council offices and libraries ● Emails or letters to consultees on consultation database who may have an interest in the policy topic ● Press release (if required) ● Open community workshops/meetings (if required) ● Closed community workshops/meetings (if required) ● Council committee meeting ● Council official social media accounts such as Facebook and Twitter
Stage 3: Consideration of comments received [Regulations 12 and 13²]	THIS IS NOT A CONSULTATION STAGE		
Stage 4: Adoption [Regulation 14²]	THIS IS NOT A CONSULTATION STAGE However, any person aggrieved by a Supplementary Planning Document may make an application to the High Court for a Judicial Review within 3 months of adoption.		
² <i>Town and Country Planning (Local Planning) (England) Regulations 2012 as amended (Statutory Instrument (SI) 767/2012)</i>			

Community Infrastructure Levy

- 3.10 The *Community Infrastructure Levy* (CIL) is a statutory charge on development used to fund infrastructure provision for the benefit of the community (under the *Planning Act 2008*, the *Localism Act 2011* and the *Community Infrastructure Levy Regulations 2010 as amended*). Broadly, the preparation or modification of a CIL Charging Schedule involves the following stages:
- 1) Publication and consultation on a Draft Charging Schedule
 - 2) Examination
 - 3) Adoption
- 3.11 The council adopted its CIL in 2014 and subsequently reviewed the CIL rates charged in 2018. Taking into account a viability assessment, the council agreed to continue to use the adopted CIL Charging Schedule, and to review it again at a later date.
- 3.12 Should the council decide to revise its CIL following the next/future review, it will follow the statutory requirements, set out in:
- The Planning Act, 2008
legislation.gov.uk/ukpga/2008/29/contents
 - The Community Infrastructure Levy, England & Wales Regulations 2010 (Statutory Instrument (SI) 948/2010)
legislation.gov.uk/uksi/2010/948/contents
 - And/or any subsequent amending legislation

Local Development Orders

- 3.13 A *Local Development Order* (LDO) grants planning permission for the type of development specified in the Order and, by doing so, removes the need for a planning application to be made. Local planning authorities have powers to make them.
- 3.14 LDOs are very flexible in that they can:
- Apply to a specific site, sites or a wider geographical area;
 - Grant planning permission for a certain type or types of development; and
 - Grant planning permission outright or subject to conditions.
 - They do not remove the need to obtain consent under any other relevant regimes.
- 3.15 Broadly speaking, the preparation of an LDO involves:
- 1) Prepare draft LDO and Statement of Reasons
 - 2) Consult for 4 weeks on the draft LDO according to *Part 8, Article 38 (3), (4), (5), (6), (7) and (8)* of the *Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended (Statutory Instrument 595/2015)*
 - 3) Consider representations and make any modifications
 - 4) Adoption

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- 5) Notify the Secretary of State for Housing, Communities and Local Government as soon as practicable after adoption.
- 3.16 Should the Council decide to put an LDO in place, it will follow the statutory requirements, set out in:
- The Town and Country Planning Act 1990
legislation.gov.uk/ukpga/1990/8/contents
 - The Town and Country Planning (Development Management Procedure) (England) Order legislation.gov.uk/uksi/2015/595/made
 - And/or any subsequent amending legislation

Article 4 Directions

- 3.17 An *Article 4 Direction* allows authorities to withdraw permitted development rights that would otherwise be granted by virtue of the *Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)*. An *Article 4 Direction* does not prevent the development to which it applies, but instead requires that planning permission is first obtained from the local planning authority for that development.
- 3.18 Broadly speaking, the preparation of an *Article 4 Direction* involves the following stages:
- 1) Prepare a draft *Article 4 Direction*
 - 2) Consult for 6 weeks on the draft *Article 4 Direction*
 - 3) Subject to consultation, confirm the *Article 4 Direction*
 - 4) Notify residents and the Secretary of State for Housing, Communities and Local Government of confirmation
 - 5) Subject to the Secretary of State, the *Article 4 Direction* comes into force
- 3.19 The Council currently has two *Article 4 Directions* in force:
- Sutton Garden Suburb Article 4 Direction (confirmed in 2007) - withdraws permitted development rights for certain alterations and additions to certain houses and their curtilages in the Sutton Garden Suburb Conservation Area.
 - Withdrawal of Rights to Alter Roofs (confirmed between 1968 and 1987) - A number of properties across the borough have had their permitted development rights withdrawn with regard to roof alterations.

Further details can be found at sutton.gov.uk/article4

- 3.20 Should the council decide to put another *Article 4 Direction* in place, it will follow the statutory requirements, set out in:
- The Town and Country Planning (General Permitted Development) (England) Order 2015 (SI 596/2015)
legislation.gov.uk/uksi/2015/596/contents/made
 - And/or any subsequent amending legislation or guidance

Local Development Scheme

- 3.21 The council publishes a Local Development Scheme which sets out the planning policy documents that it intends to produce, their scope and the timetable for their preparation, including when consultation is expected to take place. Sutton's current Local Development Scheme is available on the website: sutton.gov.uk/w/the-local-plan
- 3.22 Progress of the work programme identified in the Local Development Scheme is reviewed in the Authority Monitoring Report which is also available on the council's website: sutton.gov.uk/w/authority-monitoring-report-amr

Survey of Area

- 3.23 The council is required to keep under review the matters which may be expected to affect the development of their area or the planning of its development.

Evidence Base:

- 3.24 The council prepared a comprehensive local evidence base for the Local Plan on the key social, economic and environmental characteristics of the borough, which are available on the council's website: sutton.gov.uk/w/local-development-plans
- 3.25 Further studies have been undertaken by the council since the adoption of the Local Plan, including updated 'health checks' for Sutton Town Centre and the district centres within the borough, and a character appraisal for the Beddington Village Conservation Area. New studies will be added to the evidence base periodically and will be made available on the council's website at the fastlink above.

Authorities Monitoring Report:

- 3.26 The council also prepares an Authority Monitoring Report (AMR) which includes data on population and key characteristics of the borough, and on the implementation of Local Plan policies. The AMR is informed by locally collected data and information from public bodies, such as the Office for National Statistics (ONS), the Environment Agency (EA) and Greenspace Information for Greater London (GiGL). The AMR is also available on the council's website: sutton.gov.uk/w/authority-monitoring-report-amr

Duty to Cooperate

- 3.27 The Duty to Cooperate was created in the *Localism Act 2011* and amends the *Planning and Compulsory Purchase Act 2004*. It 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.

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- 3.28 The Duty to Cooperate is not a duty to agree but local planning authorities should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their Local Plans for examination.
- 3.29 Local planning authorities must demonstrate how they have complied with the duty at the independent examination of their Local Plans. If a local planning authority cannot demonstrate that it has complied with the duty then the Local Plan will not be able to proceed further in examination.
- 3.30 The types of matters that the council is expected to cooperate on include those set out in Paragraph 20 of the *National Planning Policy Framework*, namely to make sufficient provision for:
- Housing (including affordable housing), employment, retail, leisure and other commercial development;
 - infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal management and the provision of minerals and energy (including heat);
 - community facilities (such as health, educational and cultural infrastructure); and,
 - conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.
- 3.31 The table below sets out the council's Duty to Cooperate bodies.

Table 3.4: The Council's Duty to Cooperate Bodies

<ul style="list-style-type: none"> ● London Borough of Merton ● London Borough of Croydon ● Royal Borough of Kingston upon Thames ● Reigate and Banstead Borough Council ● Epsom and Ewell Borough Council ● Surrey County Council <ul style="list-style-type: none"> ● Environment Agency ● Historic England (Historic Buildings & Monuments Commission for England) ● Natural England ● Mayor of London (including for designated functions for housing) ● Civil Aviation Authority ● NHS South West London Integrated Care Board ● NHS England ● Office of Rail and Road ● Transport for London ● Highways England <p>The Council must have regard to, and cooperate with, the London Local Enterprise Partnership and the London Local Nature Partnership</p>
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- 3.32 The council already engages in a number of Duty to Cooperate activities:
- It has participated in the London-wide Strategic Housing Land Availability Assessment (SHLAA) and agreed a draft housing target for large sites with the Greater London Authority (GLA)
 - It is working in partnership with Transport for London (TfL) to deliver improved transport links to London
 - Joint working with LB Croydon, Merton and RB Kingston on the South London Waste Plan
 - It has meetings with planning officers from neighbouring boroughs on planning matters of common concern, including Statements of Common Ground regarding the Local Plan
 - It is in contact with Historic England, Natural England and the Environment Agency on various matters of common interest.
- 3.33 The council will continue to work with its Duty to Cooperate bodies on strategic matters and will produce statements of common ground to demonstrate cooperation on cross-boundary matters as set out in the *National Planning Policy Framework* and national *Planning Practice Guidance*, which can be found at: [gov.uk/guidance/plan-making](https://www.gov.uk/guidance/plan-making) and/or any other subsequent guidance.

4. Neighbourhood Planning and Community Action Consultations

Neighbourhood Plans

- 4.1 The *Localism Act 2011* introduced new rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans.
- 4.2 In the London Borough of Sutton, neighbourhood plans can be taken forward by neighbourhood forums. These are community groups that are designated by the council following a local consultation. The criteria for establishing neighbourhood forums have been kept as simple as possible to encourage new and existing residents' organisations, businesses, voluntary and community groups to put themselves forward. A forum's aim must be to improve the social, economic and environmental well-being of the area. It must have a written constitution, have open membership and comprise a minimum of 21 individuals.
- 4.3 Neighbourhood forums can prepare a neighbourhood plan which sets out planning policies for the development and use of land in a neighbourhood. The Sutton Local Plan will set the strategic context within which neighbourhood plans will sit.
- 4.4 Neighbourhood plans have to meet a number of conditions before they can come into force to ensure plans are legally compliant and take account of wider policy considerations. These conditions are:
- 1) They must have regard to national planning policy
 - 2) They must be in general conformity with strategic policies in the development plan for the local area
 - 3) They must be compatible with other legal obligations and human rights requirements.
- 4.5 An independent qualified person checks that a neighbourhood plan meets the conditions at an independent examination before it can be voted on in a local referendum. This is to make sure that referendums only take place when proposals are workable and in conformity with relevant legislation and the development plan.
- 4.6 Proposed neighbourhood plans need to gain the approval of a majority of voters of the neighbourhood to come into force. If proposals pass the referendum, the local planning authority is under a legal duty to bring them into force.
- 4.7 As of 2023, the council had designated three neighbourhood areas and fora:
- (1) Hackbridge and Beddington Corner
 - (2) Beddington North and
 - (3) Belmont and South Cheam.

The Hackbridge and Beddington Corner Neighbourhood Plan was adopted in November 2018.

- 4.8 Figure 4.1 shows the main stages of a neighbourhood plan and Table 4.1 shows how the council will consult when it is involved in the neighbourhood plan process as the neighbourhood forum undertakes some of the consultation responsibilities. Table 4.2 sets out how the council will provide support and advice.

Figure 4.1: Stages of a Neighbourhood Plan**Stage 1: Designation of Neighbourhood Area and Forum**

A local group seeks designation of a prospective Neighbourhood Area and Forum. The council publicises the proposals. In light of responses the council decides whether to designate the Neighbourhood Area and Forum

Stage 2: Preparation of draft Neighbourhood Plan or modification to a Neighbourhood Plan

Neighbourhood Forum gathers evidence, informally consults, identifies and assesses options and prepares draft Neighbourhood Plan

Stage 3: Pre-submission Publicity and Consultation

Forum publicises draft Neighbourhood Plan or modifications, consults and invites representations. In light of representations, the Forum may amend the plan

Stage 4: Submission of draft Neighbourhood Plan to Council

Forum submits the Neighbourhood Plan or modifications to the council for compliance with strategic policy and legislation. If complaint, the council consults and appoints an Independent Examiner

Stage 5: Independent Examination

The council sends the Plan or modifications and representations to the Examiner, who undertakes an Examination. Examiner publishes report. Council considers report in order to decide whether to send the Plan to Referendum

Stage 6: Referendum

Council publishes Information Statement. Referendum is held by the council

Stage 7: Making a Neighbourhood Plan

Subject to the Referendum, the council makes the Neighbourhood Plan

Table 4.1: Consultation Arrangements for a Neighbourhood Plan

Stage	Consultation Details	Consultees	Consultation Methods
<p>Stage 1: Designation of Neighbourhood Area and Forum <i>[Regulations 5-10⁴]</i></p> <p>Reason for Stage: To ensure Forum and Area are suitable to be designated</p> <p>Result: Depending on responses, the Council designates Forum and Area</p>	<ul style="list-style-type: none"> • Council consults on Prospective Forum’s application and statement that the Forum will be the only one in the Area for 6 weeks. • Prospective Forum identifies Area and produces Statement of Case. Council consults on map of Area for 6 weeks. 	<p>Any person who lives, works or carries on a business within the proposed area</p>	<p>For the consultation and publication of the result of the consultation:</p> <ul style="list-style-type: none"> • Council website: dedicated page and consultation hub • Documents at Civic Centre/ Sutton Library and the library nearest to the proposed area • Emails or letters to relevant consultees on consultation database • Press release (if required) • Information on the Community Notice Board (where appropriate) • Council official social media accounts such as Facebook and Twitter
<p>Stage 2: Preparation of draft Neighbourhood Plan or modification of Neighbourhood Plan</p>	<p style="text-align: center;">THIS IS NOT A FORMAL CONSULTATION STAGE</p> <p>However, the Forum may undertake informal consultations. This is a matter for the Forum and so the Council’s Statement of Community Involvement will not proscribe this stage.</p>		
<p>Stage 3: Pre-submission Publicity and Consultation <i>[Regulation 14⁴]</i></p>	<p style="text-align: center;">THIS CONSULTATION STAGE IS HOSTED BY THE NEIGHBOURHOOD FORUM</p> <p>Therefore, the Council will not prescribe any consultation methods for this stage. However, it will assist the Neighbourhood Forum from an organisational point of view in any way it can.</p>		
<p>Stage 4: Submission of draft Neighbourhood Plan or modifications to Council <i>[Regulation 15, 16 and 17⁴]</i></p> <p>Reason for Stage: To ensure Plan has community support</p>	<ul style="list-style-type: none"> • Draft Neighbourhood Plan • Consultation will be a minimum of 6 weeks 	<p>Any person who lives, works or carries on a business within the area</p>	<ul style="list-style-type: none"> • Council website: dedicated page and consultation hub • Documents at Civic Centre/ Sutton Library and the library • Emails or letters to relevant consultees on consultation database • Press release (if required) • Information on the Community Notice Board (where appropriate)

Stage	Consultation Details	Consultees	Consultation Methods
<p>Result: Representations will be sent to the Independent Examiner for his consideration</p>			<ul style="list-style-type: none"> ● Council official social media accounts such as Facebook and Twitter
<p>Stage 5: Independent Examination <i>[Regulation 18 and 18A⁴]</i></p> <p>Reason for Stage: To publicise Examiner’s and Council’s decision</p> <p>Result: No representations are expected at this stage as this is for notification only</p>	<ul style="list-style-type: none"> ● Examiner’s Report ● Decision of the Council 	<p>Any person who lives, works or carries on a business within the area</p>	<ul style="list-style-type: none"> ● Council website: dedicated page and consultation hub ● Documents at Civic Centre/ Sutton Library ● Emails or letters to relevant consultees on consultation database ● Press release (if required) ● Information on the Community Notice Board (where appropriate) ● Council official social media accounts such as Facebook and Twitter
<p>Stage 6: Referendum <i>[Neighbourhood Planning (Referendum) Regulations 2012 as amended]</i></p>	<p>THE REFERENDUM IS A MATTER FOR THE COUNCIL’S ELECTORAL SERVICE</p> <p>The Planning Service will not proscribe the requirements of this stage</p>		
<p>Stage 7: Making a Neighbourhood Plan <i>[Reg 19 and 20⁴]</i></p> <p>Reason for Stage: To publicise the Council’s decision</p> <p>Result: No representations are expected at this stage as this is for notification only</p>	<ul style="list-style-type: none"> ● Neighbourhood Plan ● Background documents (if required) 	<p>Any person who lives, works or carries on a business within the area and specifically the Forum and any person who asked to be notified</p>	<p>For deciding to make a Plan and after making a Plan:</p> <ul style="list-style-type: none"> ● Council website: dedicated page and consultation hub ● Documents at Civic Centre/ Sutton Library ● Emails or letters to relevant consultees on consultation database ● Press release (if required) ● Information on the Community Notice Board (where appropriate) ● Council official social media accounts such as Facebook and Twitter
<p>⁴ <i>Neighbourhood Planning (General) Regulations 2012 as amended (Statutory Instrument (SI) 637/2012)</i></p>			

Neighbourhood Development Orders

- 4.9 *Neighbourhood Development Orders* (NDOs) have a similar power to *Local Development Orders*, except NDOs are prepared by local groups and LDOs are prepared by a local authority, and have similar preparation stages to *Neighbourhood Plans* (see Fig 4.1 and Table 4.1 above).
- 4.10 An NDO can grant planning permission for specified developments in a neighbourhood area. Once established, there would be no need for anyone to apply to the Council for planning permission if it is for the type of development covered by the NDO. This should make it easier and quicker for such development to go ahead in the future. An NDO must still be in line with national planning policy, with the strategic vision for the wider area set by the local planning authority and any other legal requirements.
- 4.11 A designated neighbourhood forum is the body which can prepare a NDO in their area.
- 4.12 Broadly speaking, the stages for preparing an NDO are as follows:
- 1) Designate an Area and Forum
 - 2) Prepare the NDO
 - 3) Pre-submission publicity and consultation
 - 4) Council consults on the NDO
 - 5) Independent Examination (non-binding on the Council)
 - 6) Referendum
 - 7) Making of an NDO
- 4.13 Should a proposal for an NDO come forward, the council will follow the requirements set out in:
- The Neighbourhood Planning (General) Regulations 2012 (SI 637/2012)
legislation.gov.uk/uksi/2012/637/part/6/made
 - The Neighbourhood Planning (Referendums) Regulations 2012 (SI 2031/2012)
legislation.gov.uk/uksi/2012/2031/contents/made
 - And/or any other subsequent amending legislation

Table 4.2 sets out how the council will provide support and advice.

Table 4.2 Advice and Support for Neighbourhood Planning

Stage	Advice and support provided
Initial queries	<ul style="list-style-type: none"> ● Signpost sources of information and advice for neighbourhood planning ● Meet with prospective neighbourhood forums to discuss scope of a potential plan / order and relationship with council planning policies and guidance
Stage 1 Designation of a neighbourhood area and forum	<ul style="list-style-type: none"> ● Signpost sources of information and advice ● Provide advice on boundaries prior to submission of an application for designation of a neighbourhood area ● Provide advice on suitability of group prior to submission of an application for designation of a neighbourhood forum ● Assistance with map for formal application ● Discuss/liaise with neighbourhood forum on the process for reapplying for neighbourhood forum status, which expire after five years
Stage 2 Preparation of draft neighbourhood plan (or modification to an existing neighbourhood plan) or order	<ul style="list-style-type: none"> ● Signpost sources of information and support ● Maintain Local Plan evidence base and authority monitoring reports on council website ● Provide advice on scope of plan/order proposals ● Provide advice on structure of document ● Provide advice on the Local Plan and any emerging council policy and guidance in terms of general conformity ● Provide advice on need for additional evidence ● Provide comments on draft plan or order
Stage 3 Pre-submission publicity and consultation	<ul style="list-style-type: none"> ● Provide advice on statutory consultation process and statutory consultees ● Provide comments on a draft basic conditions statement ● Provide advice on Strategic Environment Assessment and Habitat Regulation Assessment screening
Stage 4 Submission of draft neighbourhood plan or order	<ul style="list-style-type: none"> ● Provide advice on updated Strategic Environment Assessment and Habitat Regulation Assessment screening
Stage 5 Independent examination	<ul style="list-style-type: none"> ● Work together of the appointment of the independent examiner

Appendix A

Stage	Advice and support provided
Stage 6 Referendum	<ul style="list-style-type: none"> • Keep neighbourhood forum informed of progress
Stage 7 Making a neighbourhood plan, or bringing the order into force	<ul style="list-style-type: none"> • Keep neighbourhood forum informed of progress
<p>The council will not offer support with regard to undertaking survey work, drafting policies, commissioning studies, direct financial support, neighbourhood forum consultation exercises.</p>	

Community Right to Build Orders

- 4.14 The *Localism Act 2011* introduced *Community Right to Build Orders*. *Community Right to Build Orders* enable communities to take forward small-scale, site-specific developments without the need to go through the normal planning application process.
- 4.15 Unlike *Neighbourhood Plans* and *Neighbourhood Development Orders*, a *Community Right to Build Order* is taken through by a community organisation. A community organisation differs from a neighbourhood forum in that it can be smaller and does not need formal council designation for it to be formed. However, its constitution must state it will carry out its activities for the benefits of the community of a particular area.
- 4.16 It is for the community to decide what type of development it wants to progress. Development could be affordable housing for local people or a new meeting hall or community.
- 4.17 Broadly speaking, the stages for preparing a *Community Right to Build Order* are as follows:
- 1) Establish a Community Organisation
 - 2) Prepare the plans for a Community Right to Build order
 - 3) Pre-submission publicity and consultation
 - 4) Council consults on order
 - 5) Independent Examination (binding on the council)
 - 6) Referendum
 - 7) Making of Community Right to Build Order
- 4.18 Should a proposal for a *Community Right to Build Order* come forward, the council will follow the requirements set out in
- The Neighbourhood Planning (General) Regulations 2012 (SI 637/2012)
legislation.gov.uk/uksi/2012/637/part/6/made
 - The Neighbourhood Planning (Referendums) Regulations 2012 (SI 2031/2012)
legislation.gov.uk/uksi/2012/2031/contents/made
 - And/or any other subsequent amending legislation

Community Right to Bid (Assets of Community Value)

- 4.19 The *Localism Act 2011* also introduced the *Community Right to Bid*, which gives defined community groups the opportunity to nominate an asset or assets (building or land) they believe to be important to their community well-being, to be listed by the council as an *Asset of Community Value*.
- 4.20 When a listed asset comes up for sale, the *Community Right to Bid* process provides a delay in the sales process. The moratorium allows local community groups to prepare and make a bid for the asset on the open market.
- 4.21 The aims of the *Community Right to Bid* are to ensure that buildings and amenities can be kept in public use and remain an integral part of community life, where possible, and so reduce the trend in recent years of communities losing local amenities and buildings of importance to them.
- 4.22 An area of land or a building can be nominated as an *Asset of Community Value* if their current or recent use has community value. Long-term derelict land and occasionally used land (eg for fetes) are excluded. Examples of *Assets of Community Value* include parks and open spaces, sports and leisure centres, libraries, theatres, museums and heritage sites, cinemas, swimming pools, community centres, youth centres, public toilets and pubs.
- 4.23 Community groups may be unincorporated groups of at least 21 individual members who appear on the council's electoral roll, neighbourhood forums, charities, community interest companies, non-profit companies and non-profit societies. All groups have to demonstrate a local connection.
- 4.24 Broadly speaking, the process for *Community Right to Bid* is as follows:
- 1) Community group sends to the council evidence of its group (eg its Articles of Association) and information of the asset being nominated (eg Land Registry information and map)
 - 2) The council decides whether to list the asset within 8 weeks
 - 3) Option for landowner to ask for a review or appeal the listing
 - 4) Once listed, the owner has to notify the council when they wish to dispose of the listed asset
 - 5) On notification of a proposed sale from the owner, the council notifies the nominator who has 6 weeks to request that it is treated as a potential bidder.
 - 6) If the nominator wishes to be a potential bidder, the owner cannot dispose of the asset for 6 months from the date the owner wrote to the council unless it is to the community group.
- 4.25 There are certain caveats and other important aspects to the process, including:
- 1) The owner does not have to sell to the community group. The sale of listed assets takes place under normal market conditions. If the nominator decides not to submit a bid, the asset owner is free to sell on the open market.

- 2) Certain buildings are exempt from the 6-month moratorium. Examples include land attached to residential property, land used by public utilities, businesses sold as going concerns and non-commercial disposals (such as through the will of a deceased owner).
 - 3) If no bid is received in the 6-month period and there is no sale in the following 12 months, the whole process begins again.
 - 4) Private owners may claim compensation from the council for the loss and expense incurred through the asset being listed.
- 4.26 Should the council receive a Community Right to Bid nomination, it will follow the statutory requirements set out in:
- The Assets of Community Value (England) Regulations 2012 (SI 2421/2012)
legislation.gov.uk/uksi/2012/2421/contents/made
 - And/or any other subsequent amending legislation

Appendix A

5. Development Management Consultations

- 5.1 The council is keen to ensure that adjoining owners/occupiers, local residents and other interested parties, who may be affected by a proposed development, are adequately informed of proposals and have sufficient time to make representations that can be taken into account prior to the determination of a planning application.
- 5.2 The council will undertake publicity on all planning and other applications in accordance with the *Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 595/2015 as amended)* and the requirements relevant at the time.
- 5.3 The legislation requires that neighbours are notified of planning applications by either the displaying of a site notice on or near the site or that notice is served by means of individual letters to all owners or occupiers that adjoin the site.
- 5.4 Table 5.1 sets out the statutory requirement for notification and the extent of the neighbour notification that will be carried out by the London Borough of Sutton for different types of application, including the display of site notices and press notices. The intention is to notify the owners/occupiers of those properties most likely to be affected directly by the proposal.
- 5.5 There will always be applications that do not fit easily into one of the listed categories or specific circumstances that require coverage of a wider area. However, in general, providing the requirements set out in the tables are complied with, only, in exceptional circumstances, would determination of the application be delayed for further notification.
- 5.6 Residents are advised to register for automated email notifications for new applications and updates to current applications via the councils Planning Public Access site - planningregister.sutton.gov.uk where unique search areas can be defined by each user. For assistance with setting this up, or to discuss alternative arrangements for residents unable to use the notification system please contact developmentmanagement@sutton.gov.uk
- 5.7 Application documents can be viewed on the council's website at <https://planningregister.sutton.gov.uk/online-applications/>. Hard copies of applications can also be viewed (giving at least 24 hours notice to developmentmanagement@sutton.gov.uk) at council offices during normal working hours. If you wish to discuss an application, appointments can be made. Special arrangements can be made for those people with disabilities who may be unable to visit council offices or who may require additional assistance.
- 5.8 The majority of planning applications are determined by the officers under the council's scheme of delegation. Councillors are able to request that a planning application within their ward be referred to the Planning Committee for decision. The request to de-delegate the planning application must be made

within 21 days of the application being made valid and must give a valid planning reason why the application should not be determined under delegated authority.

- 5.9 A list of new applications can be found online using the weekly list search planningregister.sutton.gov.uk. In addition, people can register to set up tailored notifications on planning applications, for example to receive notifications by area, address or ward.
- 5.10 Applications that are to be determined by committee will be reported to the Planning Committee, according to the application type or special circumstances. Respondents to publicity will be notified, by email or in writing, of the committee date and time following confirmation that the application is an agenda item.
- 5.11 Applicants, residents and ward councillors may request to address the Planning Committee about a planning matter that is on the Committee's agenda using an online form, or by registering up to 15 minutes before the start of the meeting. A maximum of four minutes is allocated to all objectors and all applicants/agents to speak on any one application. Any request to speak is granted at the Chairman's discretion.
- 5.12 The role of the committee is to determine applications reported to it by the officers in accordance with the scheme of delegation. Committee members are required to assess every planning application on the basis of all material planning matters put to them and in accordance with the development plan for the borough at the time of determination (namely the London Plan, the Sutton Local Plan and any relevant adopted neighbourhood plan).
- 5.13 Decisions on planning applications will be published on the council's website as soon as practicable. Residents interested in the decision to a planning application are advised to consult the planning register: planningregister.sutton.gov.uk. If an application is refused, or approved conditionally, the applicant has the right to appeal. If this happens, everyone who was originally consulted or commented will be advised of the appeal.
- 5.14 If new categories of applications or prior approvals are created by Government legislation, the council will follow the statutory minimum requirements for notification and publicity.
- 5.15 We are able to offer alternative notification methods to those listed in Table 5.1 to any resident who may have particular disabilities which mean the listed methods are unsuitable. Please contact developmentmanagement@sutton.gov.uk to discuss these requirements.

Table 5.1: Applications

Application Type	LBS Notification Policy	Notes
Planning Application (Major, Departure or EIA)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Local Newspaper Advert ● Council social media accounts 	
Planning Application (within a Conservation Area)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Local Newspaper Advert 	
Planning Application (all other)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website 	
Listed Buildings	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Local Newspaper Advert 	
Telecommunications	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Local Newspaper Advert 	
Advertisement Consent	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website 	Only for illuminated advertisements

Application Type	LBS Notification Policy	Notes
Prior Approval (Part 1 Classes A and AA)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Notice posted to adjoining owner or occupiers 	Adjoining owner or occupier means any owner or occupier of any premises or land adjoining the site
Prior Approval (Part 20)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website ● Notice posted to existing owners or occupiers within existing building ● Notice posted to adjoining owner or occupiers 	Adjoining owner or occupier means any owner or occupier of any premises or land adjoining the site
Prior Approval (all other)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website 	Or as prescribed in the relevant legislation
Permission in Principle	Notification as per requirements if Planning Permission was applied for.	
Tree Works (felling only)	<ul style="list-style-type: none"> ● Email notifications (sign-up required) ● Site Notice ● LBS Public Access Planning website 	
Lawful Development Certificates	<ul style="list-style-type: none"> ● Email notifications (sign-up required) 	
Variations to Planning Applications	Officers discretion	Dependant on variation proposed
Planning Appeals	<ul style="list-style-type: none"> ● Email or Letter 	Sent to anybody originally notified and anybody who made representations during the course of the relevant application.

6. Conclusion

- 6.1 The London Borough of Sutton has a long tradition of extensive and effective involvement with its residents and businesses as well as with the regional and national bodies involved in planning. This Statement of Community Involvement continues in that tradition.
- 6.2 For the most important planning policy documents, the council will endeavour to exceed the statutory minimum set by the Government. For neighbourhood plans, it will aid neighbourhood forums in their plan preparation above the statutory minimum. The council will encourage residents to register for automated email notifications for new planning applications which can be tailored to individual needs.
- 6.3 The council is providing a high impact/low cost consultation service by generally using the most cost effective consultation techniques. This is because the council is aware that central Government funding is limited and Council Tax should be used in the most effective manner.
- 6.4 Should you have any questions about consultation, in the first instance, please email planningpolicy@sutton.gov.uk or phone 020 8770 6453.

APPENDIX 1

Types of Consultees on the Planning Policy Consultation Database

The council maintains a planning policy consultation database of stakeholders who have an interest in local planning matters.

This database includes certain organisations that the council has a statutory duty to consult when preparing Local Plans known as ‘specific’ and ‘general’ consultees (as specified in the Town and Country Planning (Local Planning) (England) Regulations 2012) (see Tables A.1 and A.2).

The council also identifies other relevant stakeholders that have an interest in local planning matters (see Table A.3).

Any individual, group or organisation is able to request to be added to the database to receive notification of planning policy consultations, by emailing planningpolicy@sutton.gov.uk or by writing to Strategic Planning, London Borough of Sutton, Civic Centre, St Nicholas Way, Sutton, SM1 1EA. Personal details will be held electronically, and will only be used for consultations on planning policy and related matters.

Table A.1: Specific Consultation Bodies in Sutton

- Environment Agency
- Historic England (Historic Buildings and Monuments Commission for England)
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- Transport for London

- Mayor of London (including for designated functions for housing)
- London Borough of Merton
- London Borough of Croydon
- Royal Borough of Kingston upon Thames
- Reigate and Banstead Borough Council
- Epsom and Ewell Borough Council
- Surrey County Council

- Hackbridge and Beddington Corner Neighbourhood Development Group
- Beddington North Neighbourhood Forum
- Belmont and South Cheam Neighbourhood Forum

- Relevant telecommunications companies
- NHS South West London Integrated Care Board
- NHS England
- Relevant electricity and gas companies
- Thames Water
- The Mayor’s Office for Policing and Crime

Table A.2: General Consultation Bodies in Sutton

“General consultation bodies” are set out in planning legislation. In Sutton these would be organisations and groups which fall into one of the following categories:

- Voluntary bodies some or all of whose activities benefit any part of Sutton
- Bodies which represent the interests of different racial, ethnic or national groups in Sutton
- Bodies which represent the interests of different religious groups in Sutton
- Bodies which represent the interests of disabled persons in Sutton
- Bodies which represent the interests of persons carrying on business in Sutton

Table A.3: Other Consultees

In addition to the organisations and groups identified above, the consultation database includes the following types of stakeholders (there may be some overlap with those identified in Tables A1 and A2 above)

- Advice and information groups
- Amenity groups
- Architects, planners, consultants and other professionals
- Businesses
- Community groups
- Conservation and heritage groups
- Councillors
- Developers
- Educational institutions
- Older person’s groups
- Environmental groups
- ‘Friends of’ groups
- Government Agencies
- Health organisations
- House builders
- Housing associations
- London Assembly Members
- Police and other emergency services
- Political parties
- Regional park interests
- Residents who have requested to be consulted
- Residents and tenants groups
- Transport groups

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