

Key London Borough	Officer Availability	Meeting Protocol	Validation of Applications	Delegated Decisions	Planning Committee	Approach to Public Consultation	Forthcoming Consultation on Development Plan Documents	Members Briefings	PPAs
<b>Camden</b>	All officers are working remotely and can be contacted as usual by email or mobile.	Officers are holding meetings virtually via Skype, Zoom, Microsoft Teams etc.  Design Review Panels are being held remotely.	No changes yet as this can be done remotely.	Expected to continue as normal.	Camden are holding their first virtual planning committee on 30th April 2020 via Microsoft Teams.	Public Consultations and Development Management Forums are being cancelled but officers are now looking into ways that this can be held remotely.	The Site Allocations and Camley Street SPD consultations are continuing online using Commonplace but consultation events have been cancelled. Camden are holding their first virtual hearing on 27th May via zoom in respect of their updated CIL charging schedule. The hearing will be open to the public but there is a need to pre-register via Camden's website.	Strategic Review Panels are being held remotely.	No update.
<b>Westminster</b>	All officers are working remotely and can be contacted as usual by email or mobile.	Officers are holding meetings virtually via Skype, Zoom, Microsoft Teams etc.	No changes yet as this can be done remotely.	Continuing as normal. WCC are looking into determining more applications under delegated powers.	Planning committee being held via MS Teams. Public speaking at committee has been suspended. It is understood that digital S106 engrossments is imminent but we are awaiting a further update.	Officers are looking into digital alternatives with hard copies being sent to harder to reach groups. Officers still able to post site notices.	There will be further delays to the City Plan and the Oxford Street District Place Strategy owing to the announcement from PINS in respect of local plan examinations.	The Cabinet Member for Planning Matthew Green and Robert Rigby, Committee Chair, are offering meetings on Skype.	No update.
<b>City of London</b>	All officers are working remotely and have the IT facilities to do so. Meetings are taking place with officers via Microsoft Teams, Zoom and Skype.	Pre-application meetings are being conducted remotely.	New applications continue to be received and validated. Serving Site Notices has been resumed by using critical on-site City staff.	Expected to continue as normal.	The 14th May is being targeted for the first virtual planning committee with one item to be on the agenda – 50 Fenchurch Street. The 22nd April Planning and Transportation Committee will be an informal meeting with no planning cases being presented.	There is a trial underway for using external distributors to send out neighbour consultation letters. Some site visits are being undertaken virtually. There may be an impact on determination timescales as a result. Internal/external consultations continuing as normal.	The Planning and Transportation Committee approved the Reg 19 version of the Local Plan for public consultation on 31 March 2020. Subject to similar approval from the Policy and Resources Committee and Court of Common Council in May 2020, public consultation is expected in June but this position is being reviewed towards the end of April.	Email and telephone contact will continue as usual but there won't be any face to face briefings.	PPA's will continue to be agreed but with more flexibility being factored in to reflect remote working and information is likely to be required further in advance of meetings. Pre app fees were set to increase on 1st April but this change has been delayed and is being reviewed in July.
<b>Wandsworth</b>	All Planning officers and admin team are working remotely and are fully contactable.	Pre-application meetings are taking place via virtual platforms such as Teams and Skype.	Applications are continuing to be registered /validated via Planning Portal.	No changes currently – these can be carried out remotely.  Applicants may be requested to provide further photographic information to assist in progressing cases as officers are not carrying out site visits.	The Council carried out its first virtual planning committee on 23.04 via webcast.	External parties carry out the statutory consultation process and the ability to fulfil this is being monitored.  Wandsworth aren't consulting on large scale, significant applications. This will be kept under review; other applications may be consulted upon and this will be judged on a case by case basis.	No update.	Officers are still undertaking Members Briefings.	The Council are still entering into PPAs.
<b>Ealing</b>	All officers are working remotely and have the IT facilities to do so.	Officers are attending pre-application meetings remotely. At the moment, site visits can still be conducted if they are outside.	No update.	No update.	May's planning committees likely to go ahead on the 20th May using MS Teams.	A position statement on enhanced engagement and consultation on planning applications is due to be published imminently.	The Local Plan review is still proceeding with some early meetings with stakeholders planned (in the virtual world) for May onwards.	No update.	No update.
<b>Southwark</b>	The office is now closed and all officers are working remotely.	Officers are able to join skype meetings etc. Site visits will need to be conducted virtually with details to be arranged on a case-by-case basis.	No update.	No update.	Southwark's first virtual committee will be held early May.	Given the circumstances and disruption – LBS will be extending the minimum consultation period to 28 days, rather than 21, to give more to consider and comment on proposals.	Continuing to prepare the New Southwark Plan (NSP) for Examination in Public (EIP) and the Old Kent Road Area Action Plan for Submission. The Statement of Community Involvement consultation for the NSP has been extended for three months. Also continuing to prepare the Affordable Housing, Affordable Business and Viability Supplementary Planning Documents.	No update.	The Council are still entering PPA's and will continue to ensure that officers attend meetings as appropriate to ensure a high level of professional service is maintained.

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<b>Lambeth</b>	All planning and admin officers and are all working remotely and are fully contactable.	Pre-application meetings are taking place via virtual platforms. DRPs are expected to continue remotely.	Validation can be undertaken remotely.	Decisions can be issued remotely. It is understood that Lambeth will be asking applicants for self-certified photographs in place of site visits.	The Council is preparing for the next PAC meeting on 12.05 to be carried out virtually via Teams.	Statutory consultation is continuing including distribution of site notices where it can be done safely.	No update.	Growth and Investment Panels and Members briefings are expected to be held remotely.	No update.
<b>Royal Borough of Kensington &amp; Chelsea</b>	All officers are working remotely.	Pre-application meetings are to be held remotely.	No changes to Validation but the determination process may halt as officers are prevented from conducting site visits. Applications are being invalidated on grounds that the applications cannot be consulted on. The legality of this is being looked into.	No change to delegated decisions currently. RBKC have suggested progressing S106 agreements to help fast track application for when the decision-making process is revised.	RBKC are holding virtual planning committees via MS Teams.	The affordable housing SPD ended on the 24th March. No further update.	No update.	No update.	No update.
<b>Hammersmith &amp; Fulham</b>	Officers have confirmed that the planning services are still operating but offices are now closed to the public and officers are working from home in-line with government guidance.	Pre-application meetings are being held by Skype or Microsoft Teams.	No changes to validations but site visits are being held on a case by case basis and officers are instructed to use aerial maps and street view where possible. Officers have informed us that submission rates remain as normal.	No change currently although delays expected.	Preparations are underway to hold the next planning committee on the 2nd June as a virtual committee.	No update although people are being asked to respond on email as opposed to by the postal system. LBHF are now consulting on new major applications for 30 days to allow more time for responses due to Covid-19.	No update.	No update.	PPA's being agreed as usual although it is expected there will be more extensions of time agreed due to committees being cancelled.
<b>Islington</b>	All officers are working remotely albeit there are significant IT issues which are preventing officers from working.	DRP's are to be held digitally.	No update.	No update.	Islington held its first virtual planning committee using zoom.	No update.	No update.	Members meetings are now being held virtually.	PPA meetings going ahead via Skype, albeit they prefer Zoom. Members' Forum is being held digitally. Officers are unable to use Microsoft Teams.
<b>Royal Borough of Kingston</b>	All officers are working remotely and can be contacted as usual by email or mobile.	Officers are holding meetings virtually via Skype, Zoom, Microsoft Teams etc.  Design Review Panels are being held digitally.	Applications are continuing to be validated and allocated to officers.	Expected to continue as normal.	Neighbourhood and Development Control Committees have been cancelled through to May. 15/20 decisions remain outstanding and efforts are being made to determine in some other way.	Consultation letters are being issued. No update on consultation on emerging policy consultation.	No update.	Considering alternative means to engage, but no established protocol.	No change at present.
<b>Tower Hamlets</b>	Some but not all officers are working remotely, and we understand most officers don't have the IT systems in place to enable them to do so. Phone lines aren't in operation so we are advised to make contact by email and officers will use their personal mobile phones to make contact if absolutely necessary.	Written pre-application advice will be issued but no face-to-face meetings are to be held.  The phone-based duty planner service has been suspended. Virtual meetings are being held on a case by case basis. Some officers are using Zoom but only the free version and so time is restricted unless somebody else sets up the meeting.	The office remains open, and they are validating applications and putting up site notices. This may change with no notice.	No change to the scheme of delegation and decision notices are still being issued.	There is no current plan to hold virtual committee meetings, including the Strategic Development Committee. All committee meetings on hold. Again, this approach may change.	No update.	No update.	On hold.	To be decided on a case by case basis.
<b>Greenwich</b>	The advice from the director of Regeneration is that Greenwich are prioritising business critical services and it is likely that some staff will be redeployed to support these services.  On this basis we are being advised that it will be hard to continue with business as usual work at this point. The planning support team may be deployed to other resources (a few already have).	Most officers still do not have access to their systems from home, however officers are being more efficient at home so they do have capacity to deal with applications. Some officers are not committing to meetings at this time. Officers have access to emails. RBG are trying to roll out a remote system but this will be shared between 3 people and only 1 will have access at a time.	Validation of applications of larger applications which require a lot of letters to be issued as part of the consultation is currently not taking place.	No update.	All planning committees for April have been cancelled and apparently there are already 12 applications waiting in the queue for the next committee. Backlog only likely to get worse. No remote committee system yet in place.	On consultation generally, the planning consultation inbox is being monitored and comments are then being issued by email to the planning officers. With regards to site notices, it is not currently possible for the Council to post these. They are considering whether they ask applicants to do this but are unsure of the legitimacy of this.	No update.	No update.	No update.

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<b>Richmond</b>	All officers are working remotely and can be contacted as usual by email. Officers are not currently conducting site visits, and Applications may be requested to provide further photographic information. Applicants are asked to provide photographs with applications on submission.	No update.	All officers are working remotely and can be contacted as usual by email. Officers are not currently conducting site visits, and Applications may be requested to provide further photographic information. Applicants are asked to provide photographs with applications on submission.	Expected to continue as normal.	Committee on the 22/04 has been moved.	Large scale, significant applications will not be consulted on, this will be kept under review. Other applications may be consulted upon and this will be judged on a case by case basis.	No update.	No update.	No update.
<b>Waltham Forest</b>	Officers working remotely and can be contacted by email or mobile.	Officers are scheduling virtual meetings via Microsoft Teams and Zoom. Pre-application meetings are therefore progressing and Design Review Panels are being carried out remotely.	No changes yet.	Decision Notices are being issued as the service continues remotely.	Planning permission was recently granted for 750 unit Coronation Square Scheme via a semi-virtual committee and fully virtual committees will be taking place going forward.	Public Consultations and Development Management Forums are being postponed.	Consultations are continuing online but consultations events are not being scheduled for the foreseeable future. Timings for the next round of Local Plan consultation are being reviewed.	Members Briefing and Developers Briefings will be progressed digitally.	PPA's are being agreed and signed, considering that meetings are being carried out digitally.
<b>Croydon</b>	All officers are working remotely and can be contacted as usual by email or mobile. One technical support officer is in the office printing neighbour letters/ other office jobs	Officers are holding meetings virtually via Zoom, Microsoft teams etc.	Applications are continuing to be validated and allocated to officers. Neighbour letters are being printed currently however site notices are not being published.	Expected to continue as normal.	Croydon held their first virtual planning committee on 23.04.	Neighbour letters are being printed currently however site notices are not being published and these applications will be held (delayed decision) until a site notice can be posted. No update on consultation on emerging policy consultation.	No update.	Considering alternative means to engage, but no established protocol.	No change at present. PPA requests likely to be delayed.
<b>Hackney</b>	The Civic Centre is closed and Officers are available by phone or email.	Pre-application meetings are continuing with video-based meetings.	Applications are continuing to be registered and validated remotely.	Decisions are continuing to be made under delegated authority.	The Council held its first virtual planning committee on 23.04. The committee used Google handouts with members asked to mute until spoken to by the Chair.	The Council is understood to still reviewing means of undertaking consultation on applications.	No update.	Members are available for formal briefings.	No update.
<b>Barnet</b>	All officers working remotely and able to deal with major applications.	No update.	No update.	No update.	Barnet's first virtual Planning Committee and the date of 13th May has now been confirmed.	No update.	The planning policy function has been little impacted by the current crisis so far.	No update.	No update.
<b>Brent</b>	All officers working remotely and able to deal with major applications.	No update.	No update.	No update.	Brent are currently aiming to hold their first virtual planning committee on 6th May.	No update.	Local Plan submitted for examination. No date provided yet.	No update.	No update.
<b>Harrow</b>	Planning Policy, CIL / S106 and specialist functions continue as usual with all officers working remotely and able to deal with major applications.	No update.	No update.	There has been an increase in extensions of time reported on delegated decisions.	Work is ongoing with democratic and legal services to sort out the processes to enable planning committee to occur virtually.	No update.	No update.	No update.	No update.
<b>Hillingdon</b>	All officers working remotely at approximately 90% efficiency.	No update.	No update.	No update.	Currently testing ICT in preparation for a Major Applications only Planning meeting in early May (date of meeting tbc).	No update.	No update.	No update.	No update.

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<b>Hounslow</b>	All officers working remotely at normal capacity. Some are assisting with Covid-19 response teams which is delaying applications getting to committee.	No update.	No update.	No update.	Committee on the 2nd April was cancelled. Planning committee on 14th May is due to take place virtually.	No update.	Planning Policy is at a stage of its Local Plan preparation that means it can continue to work on it without severe impacts.	No update.	No update.
<b>GLA</b>	All officers working remotely.	Pre-application meetings are being held via Microsoft teams.  Mayoral meetings to consider Stage 1 and 2 reports are being carried out virtually via Teams by the Deputy Mayor (Jules Pipe) under delegated powers.	n/a	n/a	n/a	n/a	The Mayor is currently considering the Secretary of State's response on the draft London Plan. Some of the draft SPGs are expected to be published for consultation in coming weeks.	n/a	n/a
<b>Historic England</b>	All officers are working remotely and be contacted by email or mobile.	Officers are attending meetings, including pre application meetings virtually via Skype, Teams and Zoom.	n/a	HE consultations and pre application advice are being given as normal.	n/a	n/a	n/a	n/a	n/a
<b>PINS</b>	<p>All hearings, public enquiries and Local Plan examinations have been cancelled for the foreseeable future. Appeal decisions are still filtering through for appeals lodged prior to the outbreak. Physical events due to take place during the lockdown period will need to be postponed. PINS are currently reviewing cases on a case-by-case basis. They are trialling holding events using video or telephone conferencing where it is accessible to all parties.</p> <p>It is expected that the first digital pilot case will be held either at the end of this month or at the start of May and PINS are currently in the process of firming this up with other parties.</p> <p>A series of virtual site visits has commenced with a small group of inspectors. If a case is deemed suitable for inclusion as part of this pilot, we will be contacting the main parties for their views. If this confirms that the proposed written representations appeal can be properly decided on the basis of digital images, a physical visit will not take place and the case will be decided purely on the basis of the written evidence received.</p> <p>For more information please follow the following link:  <a href="https://www.gov.uk/government/news/planning-inspectorate-coronavirus-covid-19-update-16-april-2020?utm_source=33a9b5fd-92bd-4a64-b4b3-1edf1bae5d2a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/news/planning-inspectorate-coronavirus-covid-19-update-16-april-2020?utm_source=33a9b5fd-92bd-4a64-b4b3-1edf1bae5d2a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p>								

1. This schedule is based on a combination of informal discussions, published information and experience as of the date above. The situation is rapidly changing and no reliance should be placed upon it.
2. For further information, please speak to either Katie Hughes [khughes@geraldeve.com](mailto:khughes@geraldeve.com) or your usual Gerald Eve contact.