



GUIDANCE FOR NEIGHBOURS - HOW WE CONSULT ON APPLICATIONS

- A weekly list of all applications is sent to District Councillors including Ward Members, and local papers.
- A Planning Officer will make a visit to every application site and if necessary to surrounding property.
- Individual consultation letters are sent to neighbours whom we consider are likely to be affected by a proposal. You will normally have 21 days to comment. Your representation will be taken into account when the application is being dealt with, but it should be noted that such representation is open to public inspection in accordance with the provisions of the Local Government (Access to Information) Act 1985, even if marked **Private and Confidential**.
- In the case of proposals especially likely to generate wider interest, yellow site notices are displayed in the area usually close to the application site. A wide range of other consultations are carried out some of which we are required to do by law.
- Notices are published in the local paper and/or displayed on or close to the site (for at least 14 days) for some types of applications, including those which would: affect the character or setting of a Listed Building; or the character of a Conservation Area, or be a departure from the Local Plan; or a major development.
- The register of planning applications (including plans) can be inspected at our Offices at Manby from 8.45 a.m. to 5.00 p.m. Mondays to Thursday and Fridays from 8.45 a.m. to 4.45 p.m. Copies of documents may be provided (subject to copyright provisions). We will give the name and telephone number of the Planning Officer dealing with the case in our consultation letters together with details on how to comment, and you can telephone for further information on the application.
- Parish and Town Councils are notified of planning applications and a copy may be available with the Clerks of the Parish and Town Councils.
- We are aware that many people, including the elderly and people with disabilities, have difficulty in visiting Manby. In some circumstances we can arrange to visit the person at home or at our Area Offices at Alford, Horncastle, Holton le Clay, Louth, Mablethorpe, Spilsby, and Skegness.

- Comments may be made by anyone, regardless of whether they are consulted individually. We welcome any comments in writing, whether in support of an application or objecting to it, although we can only take account of “planning considerations”. These can include such matters as likely effect on traffic or parking, overlooking or disturbance, loss of privacy, and impact on the local environment. We cannot take into account matters like private disputes between neighbours for example boundary disputes, matters covered by leases or covenants, the impact of construction work, and competition between firms.
- An Officer will normally be available at Manby from 8.45 a.m. to 5.00 p.m. Monday to Thursday and Friday from 8.45 a.m. to 4.45 p.m., to explain the application. If you wish to speak to the Case Officer we strongly advise you to make an appointment. Comments should be submitted as soon as possible, within the time specified on the consultation letter or notice, although the Council will take into account any later representations provided a decision has not been made. Comments should be made in writing, by individual letter or petition.
- The Head of Development Control or the Head of Policy and Conservation make decisions on applications under the scheme of delegation, but if the application is to be decided by the Development Control Committee any planning comments will be reported and drawn to their attention before a decision is made provided they are received by the Tuesday of the Committee week.
- If the application is to be considered by the Development Control Committee you have an opportunity to speak at the meeting. For further information please refer to **Guidance Note 3. ‘Have Your Say on Planning Applications’**.
- It is not always possible to respond individually to comments, but if you have commented, you will be informed of the Council’s decision and any condition and reasons for refusal that may have been placed on a permission. Only the applicant can appeal against the decision but, if an appeal is made, you will be notified and will then have the opportunity of making further representations to the Government Planning Inspector dealing with the appeal.