



Making Comments on a Planning Application?

Here is some guidance on how to make the most of the consultation process

The local planning authority values the comments made by Town and Parish Councils with regard to planning applications.

What is important is to let the Planning Authority know why you wish to either object or support an application. Both are equally important.

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, it will appear on our website. Only e-mail addresses, phone numbers, signatures and third party information will be redacted.

Below is a list of factors that both are and are not taken into consideration when determining a planning application. Try to tailor your comments to the relevant material planning considerations. This will help steer your comments in the right direction and give them clarity.

It is not necessary to worry about which local plan policies you feel are relevant; if you know, add the information to your comments, if you do not know, it will not weaken the impact of your comments.

Local information about a site, such as surface water flooding, important trees, open space, etc, is just as important, when determining a planning application, so remember to include this information with your comments. Town and Parish Councils are our local eyes and ears.

To help you understand why particular decisions are made on planning applications, when for example an application is granted that you have objected to or vice versa, we will write to you and let you know why we made that decision.

Finally if you have any projects in your adopted or emerging Town or Parish Plan that you believe relate to development being considered in a planning application, don't forget to let the local planning authority know about them through the consultation process. We may be able to secure some funding through a Section 106 contribution to assist you. For further advice on this issue on a case by case basis please contact us.

Relevant material planning considerations

- Overshadowing
- Overlooking and loss of privacy
- Adequate parking and servicing
- Overbearing nature of proposal
- Loss of trees
- Loss of ecological habitats
- Design and appearance
- Layout and density of buildings
- Adequacy of drainage
- Effect on listed building(s) and conservation area(s)
- Access and highway safety
- Traffic generation
- Noise and disturbance from the scheme
- Disturbance from smells
- Public visual amenity (not loss of private view)
- Flood risk
- Relevant previous planning history
- Vitality and viability of Town Centres

The factors listed below are not considered when determining a planning application

- Loss of value to individual property
- Loss of private view
- Boundary disputes including encroachment of foundations or gutters
- Private covenants or agreements
- Applicant's personal conduct or history
- Applicant's motives
- Potential profit for the applicant or from the application
- Private rights to light
- Private rights to way
- Damage to property
- Disruption during any construction phase (this can be conditioned)
- Loss of trade and individual competition
- Age, health, status, background and work patterns of the objector or family member
- Time taken to do the work
- Capacity of private drains
- Building and structural techniques
- Alcohol or gaming licences and other moral issues

N.B. Personal considerations are rarely if ever considered to outweigh planning concerns.