

Guidance Notes for responding to a notification on a planning application – how do you let the council know your views?

Why have you been notified?

The council have notified you about a planning application because you live adjacent to or in close proximity to the site of a proposed development. Alternatively, you may have seen a site or press notice informing you about a planning application in your neighbourhood.

How do I respond?

If you have any views on the planning application it is important that the council receive them in writing quoting the application number either by:-

- Letter to

Planning and Development Management
Cross Street
County Hall
Beverley
HU17 9BA

- e:mail to beverley.dc@eastriding.gov.uk
- the council's Public Access website, using the 'Make Comments' section.

The site can be accessed via <http://www.eastriding.gov.uk/myarea/disclaimer.asp>

If you decide to make a comment then it is important that you do so by the date specified in the notification letter/site/press notice. This will give the planning officer time to consider your views before a decision is made on the planning application.

How do I know that you have received my response?

You can verify that we have received your comments by visiting the Public Access website (please allow a day for processing). All comments received are published. You can also log a request to be notified of the council's decision on the planning application using this system. We will notify you of any material changes to the submitted scheme prior to it being determined.

What can I say?

You can make comments on any views you may have on the planning application. We value your views as they are important in helping us make a decision on the planning application but we cannot take into account verbal comments so it is important that you make your comments in writing. The planning officer can only take into account issues that are relevant to the application. There are certain things we are unable to take into consideration of which the most commonly raised are: loss of a view, property value and legal issues such as covenants on the property. For guidance on what can be considered please use the following link and click on the "What are material considerations" document,

<http://corporatewebsite.eastriding.gov.uk/environment/planning-and-building/planning-applications/view-and-comment-on-planning-applications/#guidance-for-commenting>

You do not have to respond to the notification about the planning application. Only do so if you wish to make comments. You can object or support the proposal or simply ask questions seeking further information about the planning application. It is useful if your response is concise and clear.

What can I not say?

The council reserves the right to return any letter/e:mail and remove the letter/e:mail from the website if it is considered to be defamatory, racist, or sexist in any shape or form.

Where can I find details of the planning application?

It is important that you fully understand what development is being proposed in the planning application. The letter of notification and/or press/site notice will give you a description of the proposal. If you want to look at further details about the development proposal the full planning application is available on the council's Public Access website. The site can be accessed via

<http://www.eastriding.gov.uk/myarea/disclaimer.asp>

Alternatively, if you don't have access to a computer you can view the application at one of the council's Customer Service Centres (CSC). To find your nearest CSC please use the following link,

<http://corporatewebsite.eastriding.gov.uk/council/contact-the-council/customer-service-centre-finder/?locale=en>

What do we do with your response?

Once we receive your letter the planning officer will consider your response carefully. Decisions on the majority of planning applications are determined under the council's delegated powers procedure, without reference to a committee, and your views will be taken into consideration by the planning officer. If the application is referred to either of the two Area Planning Committees or the Planning Committee for decision, your comments will be included in summary form within the officer's report to that committee together with any other responses that have been received. Find out about the planning committees through the following link,

<http://corporatewebsite.eastriding.gov.uk/council/committees/planning-committees/?locale=en>

Can anybody see my response?

Any written comments that you make will be placed on the planning application file which is a public document. This is published on the council's website as part of the Public Access system (signatures, telephone numbers and e:mail addresses, of private individuals will not be displayed). Your comments may also be used in discussions with the applicant if it seems likely that your concerns can be addressed by amendments to the proposals. However, we may accept minor changes to a submitted scheme without the need to notify you providing such changes will not significantly change the impact of the scheme on people living in the vicinity. Copies of your written comments can be obtained by the applicant and any other interested party.

How will I know if the planning application is being determined at a Planning Committee?

If you have contacted the council in writing about a planning application it may be determined by the council's Planning Committee or Area Sub-Committees. You will be notified in writing 7 days before the planning application is reported to Committee. You will also be given the opportunity to speak to the Committee and provide your views on the planning application. To find out about speaking at committee please use the following link,

<http://corporatewebsite.eastriding.gov.uk/council/committees/planning-committees/speaking-at-a-planning-committee-meeting/>

How will I know whether the planning application has been refused or approved?

The decision to approve or refuse a planning application will for the majority of applications be within 8 weeks. However for large or complex applications decisions can be made a considerable time after you have first been made aware of the application. The notice of decision on an application will be published on the Public Access website and this will set out the reasons for refusal or any conditions that may have been imposed on an approval. The web site can be accessed via the link below,

<http://www.eastriding.gov.uk/myarea/disclaimer.asp>

How will I know if the applicant makes an appeal if you refuse the application?

We will notify you if an appeal is made against the decision and set out the procedures that you will need to follow if you want to participate in the appeal process. Any comments that you have made on the planning application will automatically be forwarded to the Planning Inspectorate in the event that an appeal is made against a decision on the application.