



# Commenting on planning applications

Planning applications can be viewed  
on-line.

Go to [www.hart.gov.uk](http://www.hart.gov.uk)

A guide for neighbours

## Commenting on Planning Applications

The Council is required to determine planning applications in accordance with the terms of the development plan; that is Regional Guidance, the Hampshire County Structure Plan and the Hart District Local Plan, unless other material considerations indicate otherwise.

The following is intended to offer assistance on the most common matters that may be relevant in the consideration of any application.

### Issues which may be taken into account:

- Relevant planning policies and previous appeal decisions
- Traffic generation, highway safety and parking
- Noise, disturbance and other loss of amenities
- Effect on trees
- Landscaping issues
- Conservation issues
- Loss of light and overshadowing
- Overlooking and loss of privacy
- Design and layout; e.g. height/bulk/position of buildings, appearance, effect on surrounding area
- Ecological concerns

### Issues which cannot be taken into account

- Boundary disputes, covenants or other property rights
- Inconvenience and matters dealt with by other legislation (e.g. noise)
- Opposition to the principle of development where this has been settled by another planning permission
- Personal remarks (i.e. the applicant's motives)
- Loss of private view over land
- Opposition based on business competition
- The applicant's personal circumstances unless, exceptionally, they can be material (i.e. disability)
- Reduction in property values

Comments may be made in writing to the Planning Office by post or fax; emailed to [help.desk@hart.gov.uk](mailto:help.desk@hart.gov.uk) (please include a contact postal address in any emails) or submitted via the UK Planning website, where they will be immediately viewable. Please do not email the Case Officer personally with your comments.

***NB. It is not necessary to send the same representations by more than one means of communication.***

## Legal Information including matters relating to personal data

Under the terms of the Access to Information Act 1985, your views will be available to the applicant and public and may be reported to the Council's Planning Committee in summary form. As such **the Council is unable to treat any representations confidentially.**

Also note that all representations will be published on the website as part of the application, however it may take up to five working days for them to appear.

You are advised **not to include personal information**, such as telephone number, email address or your signature, but the Council **does require a name and postal address** in order to contact you if necessary. If emailing your comments you may wish to consider including the representations as an attachment so that your email address is not revealed.

As part of the consideration of the application, the Planning Officer will visit the site and may take photographs for Council use only. This will predominantly be of the site and other public areas (such as from a highway). However, this may involve taking photographs of adjoining land from the application property or the street. If you have any queries on this please contact the Case Officer.

In the event that there is an appeal following consideration of the application the correspondence will be forwarded to the Planning Inspectorate and appellant.

## Viewing the application

The planning application and all the documents relating to it can be viewed on-line at [www.hart.gov.uk/environment-and-planning](http://www.hart.gov.uk/environment-and-planning).

All applications can also be viewed at the Civic Offices in Fleet, other sites in the District will have the plans for applications within their area.

If you need help in interpreting the plans there are Planning Surgery sessions at the Civic Offices where an Officer can assist you.

Please note that the Officer's working file will not be available unless 24 hours notice has been given and this may be restricted for operational reasons.

### Hart District Council

Civic Offices  
Harlington Way  
Fleet, Hants  
GU51 4AE  
Tel: 01252 622122

Reception opening hours: (except Public Holidays)  
8:30am – 5:00pm Monday to Thursday  
8:30am – 4:30pm Friday

Planning Surgery hours: (except Public Holidays)  
9:00am – 11:00am Monday and Friday  
2:00pm – 4:00pm Tuesday and Thursday

## Additional Sites for Viewing Planning Applications

The following Parish and Town Councils have facilities which allow the viewing of *applications within their own areas*. Please note that officers will not be available to advise you at these sites.

### Blackwater and Hawley Town Council

Blackwater Centre  
12-14 London Road  
Blackwater, Camberley  
GU17 9AA  
Tel: 01276 33050 Fax: 01276 34573

Mondays to Fridays (except Public Holidays):  
9.00am - 1.00pm and 2.00pm - 5.00pm

### Yateley Town Council

Town Council Offices  
Reading Road  
Yateley  
GU46 7RP  
Tel: 01252 872198 Fax: 01252 860149

Mondays to Fridays (except Public Holidays):  
9.00am -12.30pm and 2.00pm - 4.30 pm

**Crandall Parish Council**  
Crandall Church Rooms or  
Ewshot Village Hall

Contact the Clerk on 01420 88775 for venue

First Monday of each month between 7.00pm and 7.30pm.

## **Deciding the Application**

Only the larger, more controversial and complex planning applications are dealt with in public by the Council's Planning Committee. All other decisions on planning applications are made by the Head of Planning Services and do not form part of the committee agenda.

When an application is considered by the Planning Committee, the meeting is held in public and you can attend and hear the arguments for and against the proposal. If you have made a comment on an application that is to be determined by the Committee, we will write to you with information giving details of when the

meeting will take place and what the arrangements are.

In most cases you will be given the opportunity to speak at the Committee meeting. Further information on speaking at Committee meetings is available on a separate leaflet.

## **Decision notices**

If you wish to receive a **copy** of the decision notice please send an s.a.e. 110 x 220mm (DL size) quoting the application reference number before the decision is made.

Requests for decision notices after the application has been determined will incur an administration charge of **£15**.

## **Appeals**

In the event of a refusal the applicant has the right of appeal to the Planning Inspectorate. We will write and tell you if this happens; all the comments on the application will be forwarded to the Inspectorate and you can also send any additional comments to them.

Head of Planning Services  
Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE  
Planning help desk: 01252 774419  
Fax: 01252 774410  
E-mail: [help.desk@hart.gov.uk](mailto:help.desk@hart.gov.uk)  
[www.hart.gov.uk](http://www.hart.gov.uk)

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