



Commenting on Planning Applications 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 the South East 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 (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.

Viewing the application

Planning applications and all the documents relating to it can be viewed on-line at www.hart.gov.uk/environment-and-planning.

Internet access is available in the Civic offices reception where, should you need help in interpreting the plans a planning officer will be available during Planning Surgeries. The Council reception opening hours are Monday-Thursday 8.30am-5pm and Friday 8.30am-4.30pm and Surgery hours are Monday-Friday 10am-4pm (with the exception of public holidays).

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

Crondall Parish Council

Crondall 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

Decision Notices will be available to view on the Council's website using planning online, within 5 days of the application being determined

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 appellant. Where the appeal procedure permits you will also be able to send additional comments to The Planning Inspectorate..

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

www.hart.gov.uk

November 2009