

Example Objection Letter

To help you respond to a planning application, we've laid out an example letter with some helpful tips below. Simply replace the prompts with your responses.

Council address

Your name

Logo if member of a group/organisation

Your address

Full Date

Dear *Officer name*, [if known, this can be found on the planning applications information page]

We object to the following application: [reference full application number and description from Council's poster/ letter/ Council's planning page of the website]

We object on the following grounds:

List specific reasons trying not to use emotive language. Relate back specifically to Material Considerations, which include....

- Nature conservation
- Overlooking/loss of privacy. Loss of light or overshadowing, parking, highway safety, traffic, noise, effect on listed building and conservation area, layout and density of building, design, appearance and materials, government policy, disabled persons' access, proposals in the Development Plan and previous planning decisions (including appeal decisions).

Where possible, reference the wording and policies from the Council's Local Plan, Neighbourhood Plan and Supplementary Planning Document Policies.

These can be found on the Council's website under Planning and Local Plans, or in person in the Council offices. Reference the exact policy number and text that is relevant to your argument. Try and include Local Plan policies rather than the supporting text.



Try and reference national planning law where possible to strengthen your argument, such as the National Planning Policy Framework, the Environment Act and the Wildlife and Countryside Act (1981).

Try and reference legally protected animals and plants, as listed here: Protected species and development: advice for local planning authorities - GOV.UK (www.gov.uk)

These will help to strengthen your arguments, by using laws and legal policies to back up what you are saying.

Yours Sincerely,

Full name

Signature