

Responding to Planning Applications

If you wish to respond or object to a planning application, we recommend that you follow the below guidance:

- If you want to object to an application, use the actual words 'I/we object' to ensure it is clear.
- Keep your letter factual and professional and avoid emotive language.
- Ensure that the points you raise in your response relate to what planners would call 'material considerations'. A list of all the planning 'material considerations' including 'nature conservation', can be seen here: www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations
- Give your comments more weight by cross-referencing your comments to the relevant Council's planning policies in their Local and Neighbourhood Plans.

Once you have done this, tell the Council that since your points are clearly contrary to the relevant Councils Local Plan policy x, y and z, the planners should recommend refusal of the application.

This makes it easier for the planning authority to see where the application falls short of what is expected.

- Ask to be informed if the planners decide to recommend granting permission and/or if the Planning Committee grants permission (this may give you longer to consider if or how to appeal the decision).
- You should also copy your letter to your local Councillors, as they are involved in the planning process. Ask them to refuse the planning application and describe material planning considerations it relates to (making reference to Council policies where possible).