

HOW TO OBJECT TO A PLANNING APPLICATION

This information sheet has been produced by Weybridge Society to give members some background information about planning issues and specifically how to make objections.

Be aware of all the applications that are made in your locality.

HOW? - The Council publishes a list of new applications every week. This list appears in local newspapers (e.g. News & Mail, Herald) with the address, a brief summary of what is proposed, and in the News & Mail, the planning application number. For those with internet (preferably with broadband) the full weekly list is put on the EBC website, usually late each Thursday morning. This also includes the name and telephone number of the Case Officer dealing with the application and the closing date for representation letters. Web address:

www.elmbridge.gov.uk/planning/apps/eplanservices

Familiarise yourself with the details of the application.

HOW? - Visit Planning Department reception at the Civic Centre, Esher and ask to see the relevant file (quote the application number). This will contain all the information you need, including the plans. Or visit the Council's website (address above) and you will have access to the same information, even the plans. Note that Weybridge library will usually have a full copy of the plans etc, for major applications in the Weybridge area.

If you decide to write a letter, please note the following:

Timing is important.

WHY? - Most applications are determined by the Planning Department. Larger or controversial ones are dealt with by the West Area Planning Sub-Committee. For these the Case Officer prepares a report to the Committee with a recommendation to approve or refuse. If you want your comments to be taken into account in this report your letter must reach the Planning Department by the closing date mentioned above. If you miss this date and your letter reaches the Planning Department by the morning of the day of the Planning Committee meeting, your points will be verbally summarised by the Planning Officer at the meeting. If you want the application to be considered and decided by the Area Planning Committee get **at least** two other affected neighbours to send in their own **individual** letters of representation – identical letters signed by different people will not do.

Content is important.

WHY? - The Planning Department deals with over 3000 new applications every year, and some of them are extremely complex. So it is important to make your representations clear, concise, factual and relevant. Always quote the title of the application and its reference number in your letter.

Relevance to planning is particularly important, and includes compliance with Elmbridge Local Plan Policies, design, appearance, layout, effect on listed buildings and Conservation Areas, loss of significant trees, effect on residential amenities (e.g. loss of light, overshadowing, overlooking), traffic generation, parking, noise generation and smells. Always give clear reasons for your objections.

The following are **not planning issues**: matters covered by other legislation (structural stability, fire precautions, drainage); disputes on boundaries and access; loss of value of property; loss of a private view; legal covenants; nuisance associated with the construction period (hours of work, noise, dust etc.).

What to do if further applications are made for the same site.

Some developers make a succession of modified applications on the same site until they obtain a permission. Do not assume that your objection letters will be "passed on" from one application to

the next. **Examine each new application carefully** and if you still object to it **write a new letter**, repeating as necessary your earlier objections.

Address your letters to the Head of Town Planning, Elmbridge
Borough Council, Civic Centre, High Street, Esher, KT10 9SD