



*Basingstoke
and Deane*

What happens when I comment on a Planning Application?

This leaflet explains how your comments are dealt with and how the application is determined. Your views on planning applications are always considered when planning decisions are made.



1. I have commented on an application. What happens next?

- 1.1** Planning officers will consider whether:
- the application should be recommended for approval as it stands
 - it needs to be amended, or
 - it should be refused
- 1.2** Your written comment will be acknowledged by letter and you will be asked to register if you wish to speak if the application is to be considered by the Development Control Committee. If you register, we will notify you of the time and date of the meeting approximately 7 days before the meeting.

2. Who Makes the Decision?

Most planning applications are dealt with at officer level under a Scheme of Delegation. In this circumstance the application will not be reported to the Development Control Committee for determination. In certain circumstances, as set out in the Scheme of Delegation, the application will be determined by the Development Control Committee. Any comments received will be summarized in a report when the application is presented.

3. Can I see the officer's report before the meeting?

Yes the agenda and reports will be available at the Civic Offices and on our web site (www.basingstoke.gov.uk) five working days before the meeting. An additional paper (The Update), containing information received after the reports have been written, will be circulated at the meeting.

4. What do I do if I want to speak?

Basingstoke and Deane Borough Council's public participation scheme for planning application allows for speaking about a planning application only if the application is to be determined by the Development Control Committee. If you want to speak at committee you must have made written comments to Basingstoke & Deane Borough Council and registered to speak on the application. If you require any further information please telephone our Plans Process Team Leader on (01256) 845409 or email development.control@basingstoke.gov.uk.

5. Can a member of the public speak about any application on the Agenda?

No. Members of the public can only speak if they have commented in writing to an application and registered to speak in line with the Public Participation Scheme.

6. How much time will be allowed for speakers?

Parish/Town Council-4 minutes per site/application*

Those objecting-4 minutes per site/application*

Those supporting (including Applicant)- 4 minutes per site/application*

If there is more than one application for the same site ie. Listed Building and Full they will be taken together and only four minutes will be allowed for speaking.

7. What happens if there are a number of objectors/supporters wishing to speak?

The time limit remains the same and those registered will be encouraged to present a joint submission or appoint a spokesperson as this is often the most effective use of the time available. In order to agree the best approach, speakers may contact the Council for details of others wishing to speak. In some cases the Parish or Town Council or a Residents' Association may be willing to represent objectors/supporters.

The Council needs to strike a balance between providing the opportunity for people to be heard and ensuring that the applications are dealt with efficiently, within a meeting of reasonable length. This is why there is a time limit on speakers.

8. Can someone else speak on my behalf?

Yes. You could ask a friend, relative or professional adviser to speak for you.

9. How do I present my comments?

The Committee may only consider relevant planning issues. Please limit your comments to matters such as:

- appearance and character of development
- traffic generation, highway safety and parking
- overshadowing, overlooking and loss of privacy
- noise, disturbance or other loss of amenities
- layout and density of buildings
- relevant planning policies.

Please avoid matters that cannot be considered by the Committee such as:

- boundary disputes, covenants or other property rights
- personal remarks (eg the applicant's motives)
- reduction in property values
- loss of private view over the land.

There will be not be an opportunity for you to display maps, photographs etc or to ask questions of others at the meeting.

If you would like to check what issues are relevant, please contact the appropriate planning officer.

10. When and where are the meetings held?

Applications are dealt with by the Development Control Committee, which normally meets once every four weeks on a Wednesday at 6:30pm. Meetings are held in Deanes, Civic Offices, London Road, Basingstoke. Directions to the meeting room will be given in the reception area. There is disabled access. Car parking is available on site.

11. Who is on the Committee and who else will be there?

The Committee is made up of elected Councillors. Council staff attend to advise the Committee and make a formal record of the meeting. Other Councillors may be present to speak on applications within their Ward, but they cannot vote. Any member of the public or applicant may attend to listen to the debate and the Media is usually present.

12. What is the order of business at the meeting?

The order printed on the Agenda for the meeting is normally followed. Major applications are dealt with first, with other applications following in numerical order.

13. What is the order of speaking for each application?

- The Chair will announce the application.
- A planning officer will give a short introduction.
- The Chair will invite the Parish/Town Council representative to speak
- The Chair will invite objectors to speak.
- The Chair will then invite supporters (including the applicant or agent to respond).
- The Committee members may ask questions of the speakers and seek clarification of particular points from officers.

The Committee will then discuss the application and make a decision. This may be to:

- approve the application
- refuse the application
- defer consideration eg. for further information or amendments, or for a site visit by a panel of Councillors (The Viewing Panel).

14. Site visit by the Viewing Panel?

Prior to the Committee Meeting the Councillors are invited to request site visits of the viewing panel giving reasons as to why a site visit would be beneficial. These site visits take place before the committee meeting. It is also possible that at the meeting the Committee will decide to defer an item for a site visit. If this happens, and public speaking has taken place, you will not be invited to speak when the application is re-considered by the Development Control Committee.

15. Can Objectors speak at a Viewing Panel visit?

No. The Viewing Panel visit is private and its purpose is to observe characteristics of a site and its relationship to the surroundings. Representations on the merits of the application will not be discussed.

16. Can the Committee disagree with the Officer's recommendation?

The Committee can disagree with the officer's recommendation and would give reasons for doing so.

17. What happens after the decision is made?

The applicant/agent will be sent the notice of decision. Objectors/supporters will be sent a letter outlining the decision. Where an application has been refused, the applicant can appeal to the Planning Inspectorate. You will be advised of any such appeal, your original comments will be forwarded to the Inspectorate and you will be asked for any further comments.

Where an application has been granted, there is no opportunity for objectors to appeal.

If you require further information about the Public Participation in Planning Applications scheme, or if you would like a copy of this leaflet in large print format, please telephone our Plans Process Team Leader on (01256) 845409.

**Basingstoke and Deane Borough Council
Planning and Transport
Civic Offices London Road Basingstoke
Hampshire RG21 4AH**