

# HOW TO COMMENT ON PLANNING APPLICATIONS



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## **1. INTRODUCTION**

The vast majority of planning applications received are non controversial and are of little interest to the general public.

However, there are occasions when a development because of its nature or location is of concern to local people for one reason or another.

## **2. HOW DO I FIND OUT ABOUT AN APPLICATION?**

The Council produces a weekly list of applications received which may be viewed on the Track & Trace system at the Council's website [www.gwynedd.gov.uk](http://www.gwynedd.gov.uk)

In addition to the above the Council will give specific publicity to applications by one or more of the following means:

- Site notice
- Neighbour notification letter
- Press notice

The type and scale of publicity given to a proposal will be assessed by the case officer dealing with the application and this will normally be commensurate to the development proposed.

For example with an extension at the back of a terrace house the appropriate publicity would normally be a neighbour notification letter to properties on either side, and/or site notice whereas an application for an agricultural building far away from any houses would be by means of a notice on a nearby gate or post.

Large or controversial developments will normally be advertised in the press and in some instances by site notice and neighbour notification letters as well.

Your local Community Council and Ward Member will also be notified of the application.

## **3. HOW DO I MAKE MY COMMENTS?**

The notice of the application will specify a date by which any written representations should be received. This period is normally 21 days, however the Council could accept representations after that date in some instances.

Any comments regarding an application should be made by

- Electronically by making use of the 'Track and Trace' facility on the Council's website
- By writing to our office at Planning Services, Ffordd Y Cob, Pwllheli, Gwynedd LL53 5AA

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#### 4. WHAT MATTERS CAN I COMMENT ON?

When considering representation on planning applications the Council can only take note of matters which relate to planning.

Planning considerations will include:-

- Compliance with the Development Plan
- Design
- Impact on neighbouring properties such as severe loss of light or privacy
- Highway safety
- Other matters which may be material planning considerations. (There is no definitive list of what is a material planning consideration).

However, they do not include things such as:-

- loss of view
- land ownership disputes
- personal character of the applicant
- moral issues
- loss of value of property

#### 5. WHAT HAPPENS TO MY COMMENTS?

Once the Council has received your comments they will be acknowledged by e-mail or letter and your comments will be placed on the application file. **It is emphasised that planning files are public documents and as such your comments will be public knowledge.**

Dependant on the nature of the development the application will either be decided by officers or the Planning Committee and they will take your planning based representations into consideration before coming to a decision.

#### 6. WILL I BE NOTIFIED OF THE OUTCOME?

Following a decision being made on the application you will be notified in writing within two days of the decision notice being issued.

#### 7. CAN I APPEAL AGAINST THE DECISION?

Currently there are no third party rights of appeal, and the only recourse open to you would be by means of a "Judicial Review".

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## **Planning Policies and national planning guidance**

Section 38(6) of the Planning and Compulsory Purchase Act 2004 and paragraph 3.1.2 of Planning Policy Wales emphasise that applications should be determined in accordance with the Development Plan, unless other material planning considerations state otherwise. You should read the policies of the Gwynedd Unitary Development Plan and Supplementary Planning Guidance (available on the website) and national planning guidance, prior to submitting an application.

Furthermore, if you intend to submit an application we advise prospective applicants to use the pre-application advice service provided by the Planning Service. You need to comply with the requirements of the Guidance Note: Pre-application advice service (on this website) prior to arranging an appointment to meet a Planning Officer.