

Development Management Advice Note

HOW CAN I COMMENT ON A PLANNING APPLICATION?

This advice note explains how to comment on an application that interests you: how to obtain more information, how to let us know your views, what we can take into account, and how we will take your views into account. Whilst the note refers mainly to applications for planning permission, the procedures generally apply to all types of planning application. We hope you find this document helpful but if you need further information or other documents, details of how to obtain these are given at the end.

HOW TO COMMENT ON AN APPLICATION

You will usually have been made aware of an application by a letter from us, as someone living in or occupying premises close to the application site, when we consider that you might be affected by the development. We also publicise certain applications on site and in the Council's magazine (WFM), and this may be how you found out about the application. However you got to hear about the proposals, anyone can submit comments on an application to us.

The notification letter, site notice or press advertisement explain where the planning application can be viewed. The statutory register containing the application details is held at our reception at Sycamore House. We recommend that people look at an application before commenting on it. You can view applications at Sycamore House; it is also intended to display applications online in the near future. Details of applications can currently be viewed online without scanned images of drawings and applications forms. If you visit the offices, our receptionists or the Duty Planning Officer can answer any questions you may have.

Further information

If you have questions about the application, or if you require any further information at any stage, you will need to contact the Duty Planning Officer. Experience has shown that the provision of advice personally via the Duty Planning Officer enables questions to be dealt with more promptly and efficiently. The planning case officer cannot enter into correspondence about the details or merits of the application and will not always be available to answer questions by phone or in reception.

How to let us know your views

We want to know what you think about an application and why. Your comments can be a set of bullet points for, or against, the development. There should be no need to employ a solicitor or other professional. We will try to assist you, but we cannot tell you what comments to make.

Comments on applications should always be made in writing. Please try to make sure that we receive your comments before the consultation deadline (21 days from the date the consultation was carried out on new applications; 14 days on amended plans). If we do not hear from you within that time it will be assumed that you do not wish to comment. However, we take all comments we receive before the decision is made into account and therefore, even if the publicity period has expired, it may not be too late to comment - a telephone call can be made to the Duty Planning Officer to check on this.

Your written comments should be addressed to:

Development Management
London Borough of Waltham Forest
Sycamore House
Town Hall Complex
Forest Road
Walthamstow E4 6PS

Please quote the planning application number (if known) and the address of the property to which it relates. Due to the number of letters received regarding planning applications, it will not be possible to acknowledge your letter. Your comments, if relevant to planning, will always be taken into account before a decision is reached, provided they are received in time. We will inform you of the final decision, if you make comments.

Confidentiality

You should also be aware that legislation requires that any letter you send in response to an application has to be available for inspection by the applicant or others interested in the application. We cannot therefore take into account comments that are marked 'confidential'. Any letter so marked will be ignored.

WHAT WE CAN TAKE INTO ACCOUNT

Comments may be made by anyone, regardless of whether they were consulted individually. We welcome any comments, whether in support of an application or objecting to it, although the Council can only take account of planning considerations. Matters that may be taken into account include (these lists are not exhaustive):

Planning policies:

- Central Government policies
- The London Plan
- The Waltham Forest Unitary Development Plan
- Supplementary Planning Guidance

Other material considerations:

- Loss of light or overshadowing
- Overlooking or loss of privacy
- Visual appearance (for example, design, appearance and materials)
- Layout and density of buildings
- Traffic generation, highway safety or adequacy of parking
- Noise, smells and disturbance resulting from use
- Loss of trees
- Effect on listed buildings or conservation areas

Matters that cannot normally be taken into account include the following (the list is not exhaustive):

- Matters controlled under Building Regulations or other non-planning legislation (for example: structural stability, fire precaution, control of pollution, statutory nuisances etc.)
- Private issues between neighbours (for example, land or boundary disputes, damage to property, private rights of way, covenants etc.)
- Loss of value of property (but the reason why it might affect the value could be material – see 'other material considerations' above)
- Problems associated with the construction period (e.g. hours of work, noise, dust, construction vehicles etc. – Environmental Protection legislation might be relevant)

- Loss of a view

If you have no objection to an application, but wish to suggest conditions that we should impose to restrict the future use of the development, please feel free to do so. For example, you might have views about the opening hours of a restaurant or the colour of the bricks in a new building. We will consider any suggestions made before making a decision on the application.

CONSULTING ON AMENDMENTS

An applicant sometimes amends an application, due to negotiations by the planning case officer to overcome some problem, or because of a change of mind. The decision as to whether to consult on amended plans will be judged on the individual circumstances of each case. The decision will be based on the nature and extent of the amendments. Any that are considered significant will be publicised; however, minor changes to plans will not normally be publicised. This judgement is made to prevent unnecessary delay in the processing of applications and to prevent the unjustified expense of republicising minor changes to a scheme.

Where publicity is considered appropriate for amended plans, it follows the same procedure as that for the original application except that only 14 days rather than 21 is allowed for comments to be made. Site notices (where necessary) for amended applications will be yellow. The original site notice would have been white.

TAKING YOUR VIEWS INTO ACCOUNT

The majority of applications are decided by senior planning officers under delegated powers. If the application is to be considered by the Planning Committee, and you have made written comments on it, you will be notified of the date of the meeting and of your opportunity to address the Committee. The letter you receive will explain the procedure for this.

In both cases, any written comments you made will be considered by the planning case officer and summarised in the report on the application. If the case officer's recommendation does not support your views this does not mean that your comments have been ignored.

More information about the decision making process is contained in our advice note titled 'How Does the Council Decide Planning Applications?'

LETTING YOU KNOW THE OUTCOME

If you have written to us about an application, you will be sent a letter informing you of the decision once this has been made. We aim to do this within five working days of the decision being made.

FOR FURTHER INFORMATION OR HELP

We hope you find this document helpful. Other documents are available from our reception or our website (addresses at bottom of page). If you need further information please phone Waltham Forest Direct on (020) 8496 3000 or call into our reception at Sycamore House between 9am and 5.15pm Monday to Thursday, or 9am and 5pm Fridays (the offices are closed on Bank and Public Holidays). A Duty Planning Officer is available for general planning advice between 10am and 4pm Monday to Friday on (020) 8496 6876 or in our reception.

Interpreting and translation assistance

The Council has prepared this document to assist users of its Development Management Service. If you have any difficulty reading or understanding it because English is not your first language, we will try to help you. Please tick the box, which shows which language you speak, write your name, address and telephone number and return this form, together with the document, to the address given below.

<p>Kansilli e ka pregaditur këtë dokument për tui ndihmuar përdorësve të Shërbimeve të Kontrollit të Zhvillimit. Po patët vështirësi për ta lexuar apo kuptuar sepse Anglishtja nuk është gjuha juaj e parë, ne do të mundohemi t'ju ndihmojmë. Ju lusim shenoni katorrin që tregon se cilën gjuhë e folni, shkruani emrin, adresën dhe numrin e telefonit dhe ktheni këtë formë, së bashku me dokumentin, në adresën e dhënë më poshtë.</p> <p style="text-align: right;">Albanian <input type="checkbox"/></p>	<p>A Junta de Freguesia preparou este documento para assistir os utentes do seu Serviço de Controlo de Desenvolvimento. Se tiver dificuldades em ler ou compreender este documento devido ao inglês não ser o seu idioma principal, nós tentaremos ajudá-lo(a). Assinale o quadrado junto ao idioma que fala, escreva o seu nome, morada e número de telefone e devolva esta folha, juntamente com o documento, para a morada em baixo.</p> <p style="text-align: right;">Portuguese <input type="checkbox"/></p>
<p>لقد أعد المجلس هذه الوثيقة لمساعدة مستخدمي خدمة سيطرة التنمية. وإذا واجهت صعوبة في قراءتها أو فهمها لأن الإنجليزية ليست لغتك الأولى فسنحاول أن نساعدك. الرجاء وضع علامة بالصندوق الذي يبين لغتك وأكمل اسمك وعنوانك ورقم الهاتف وأرسل كامل النموذج مع هذه الوثيقة للعنوان أدناه.</p> <p style="text-align: right;">Arabic <input type="checkbox"/></p>	<p>Dagmada ayaa diyaarisay dukumantigaan si ay ugu caawiso dadka ubbaahan Adeegga Koontaroolka Qorshaynta Dhismaha Magaalada. Haddii aad wax dhib ah kala kulanto in aad fahamto qoraalkaan waayo Ingiriisku maahan luuqaddaada koowaad, waxaan isku dayaynaa in an ku fahanno. Fadlan calaamadi sanduuga muujinaya luuqadda aad ku hadasho, qor magacaaga, ciwaankaaga, taleefoonkaaga, dabadeedna ku soo celi foomka, oo uu lasocdo qoraalkan, ciwaanka hoos ku qoran.</p> <p style="text-align: right;">Somali <input type="checkbox"/></p>
<p>কাউন্সিল এ ডকুমেন্টটি তৈরী করেছে এর ডেভেলপমেন্ট কন্ট্রোল সার্ভিসের ব্যবহারকারীদেরকে সহায়তা করার জন্য। ইংরেজী আপনার প্রধান ভাষা না হওয়ায় এটি পড়তে অথবা বুঝতে যদি আপনার কোন অসুবিধা হয়, তাহলে আমরা আপনাকে সাহায্য করতে চেষ্টা করবো। দয়াকরে আপনি যে ভাষায় কথা বলেন সেই বাস্তব টিক চিহ্ন দিন, আপনার নাম, ঠিকানা ও টেলিফোন নম্বর লিখুন এবং এ ফর্মটি ডকুমেন্টটির সাথে নীচের ঠিকানায় ফেরৎ পাঠান।</p> <p style="text-align: right;">Bengali <input type="checkbox"/></p>	<p>El Ayuntamiento ha redactado este documento para ayudar a los usuarios del "Development Control Service [Servicio de Control del Desarrollo]. Si le resulta difícil leer o entenderlo porque el inglés no es su idioma materno, intentaremos ayudarle. Marque la casilla que indica el idioma que habla, rellene el formulario con su nombre, dirección y número de teléfono y devuélvalo, junto con el documento, a la dirección abajo reseñada.</p> <p style="text-align: right;">Spanish <input type="checkbox"/></p>
<p>区议会政府准备了这份文件来介绍我们的发展控制服务。如果因为英文不是您的母语，您不能读懂这篇文章，我们可以帮您忙。请选择中文，填写您的姓名及地址以及电话号码，并将此文件寄回以下给出的地址。</p> <p style="text-align: right;">Chinese <input type="checkbox"/></p>	<p>Belediyemiz bu belgeyi lÿmar Kontrol Hizmetlerinden yararlanana kimselere yardÿmçÿ olmak amacÿyla hazÿrlamÿs.tÿr. Asÿl diliniz lÿngilizce olmadÿğÿ Ÿ iin bunu okumakta veya anlamakta gÿlÿk ekiyorsanÿz, size yardÿmçÿ olmak isteriz. Lÿtfen hangi dili konuſ, tuğ unuzu belirten kutuyu is, aretleyip adÿnÿzÿ-soyadÿnÿzÿ, adresinizi ve telefon numaranÿzÿ yazdÿktan sonra, bu formu belgeyle birlikte as, ağ Ÿdaki adrese gÿnderin.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>La Municipalit� a publi� ce document afin d'aider les utilisateurs de son service de contr�le de d�veloppement. Si vous avez des difficult�s � le lire ou � le comprendre parce que l'anglais n'est pas votre langue maternelle, nous nous efforcerons de vous aider. Veuillez cocher la case correspondant � la langue que vous parlez, indiquer votre nom, votre adresse et votre num�ro de t�l�phone et renvoyer ce formulaire ainsi que le document � l'adresse figurant ci-apr�s.</p> <p style="text-align: right;">French <input type="checkbox"/></p>	<p>کونسل نے یہ دستاویز اپنی ڈویلپمنٹ کنٹرول سروس استعمال کرنے والوں کی مدد کے لئے تیار کیا ہے۔ اگر آپ کو اسے پڑھنے یا سمجھنے میں کوئی مشکل درپیش ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو ہم آپ کی مدد کرنے کی کوشش کریں گے۔ براہ کرم اس خانے پر نشان لگائیے جو آپ کی زبان کی نشاندہی کرتا ہے اور اپنا نام، پتہ اور ٹیلیفون نمبر لکھیں اور اس فارم اور دستاویز کو پیچھے دے گئے ایڈریس پر واپس بھیج دیجئے۔</p> <p style="text-align: right;">Urdu <input type="checkbox"/></p>
<p>Name _____ Address _____ _____ _____ Telephone number _____</p>	<p>Return to: Development Management London Borough of Waltham Forest Sycamore House Town Hall Complex Forest Road Walthamstow E4 6PS</p>

Translated by the London Borough of Waltham Forest Interpreting and Translation Service

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