**A Summary of the Planning Application Process.**

Once a local planning authority receives a planning application, it is bound by law to publicise it.

For applications for major development, it must publish a notice in a local newspaper and either post a notice on the site that passers-by can see, or notify occupiers and owners of adjoining properties.

Alongside inviting the public to comment, local planning authorities have to consult a range of organisations whose interests may be affected by a proposed development. These can include for example, the local highways authority if the development could mean an increase in traffic. Issues concerning waste, water or air pollution are referred to the Environment Agency, and Natural England assesses application that could affect wildlife.

Member of the public have a few week to comment on a planning application. The deadline for comments is 21 days from the date the site notice is put up or notice is served on neighbours, or 14 days from when an advert appears in a local newspaper. Parish and Town Councils have 21 days from the date they were notified to make an official comment.

**Eight steps for dealing with a Planning Application:**

**Step 1: Look at the Planning Application.**

If you are concerned about a planning application in your area and want to find out more about it, the first step is to review the application. You can do this online or make an appointment to view the documents at your local offices.

The local planning authority for the Parish of Wingerworth is North East Derbyshire District Council.

Main switchboard number 01246 231111

# You can view any planning applications on North East Derbyshire District Councils planning portal

Navigate to: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/>

Or go to NEDDC website <http://www.ne-derbyshire.gov.uk/> and select the Planning Applications icon

The local authority are required by law to keep a public register of all planning applications, which you should be able to access easily. A hard copy of planning applications, along with any maps, plans and supporting documents are kept at the main office.

All this information should also be available online, if you struggle to find the relevant information contact the local planning department.

**Step 2: Visit the site of the proposed development.**

Remember that you could be trespassing, if you go on the site without permission. Stick to public rights of way, or get permission from the landowner before visiting.

Things to consider during your visit:

Is the application accurate?

Are local features like rights of way, trees, hedges and boundary fences shows?

Are all properties marked?

Does the application correctly describe how the site has been used in the past?

How well would the development fit into its surroundings?

Would it blend in, dominate or provide a welcome contrast?

Remember even simple details ie: alignment of roofline; design, pitch and materials used can affect a developments impact on its surrounding.

If it’s a large development, how will it affect the local area, particularly the road network?

Could it lead to further development? Would this be beneficial or damaging?

Does it meet a need in the area?

Has the site been developed before?

How well connected will this development be to local services such as public transport, shops and schools?

How will it connect to the local sewerage system?

Can the present sewage system cope with the extra demand?

**Step 3: Decide your stance on the application.**

Once you have studied the application and visited the proposed site, you can decide what your stance on the application will be.

Top tips:

* Set clear objectives.
* Use local knowledge.
* Think long term.
* Consider the potential pros and cons.
* Stick to principles.
* Consider if it’s setting a precedent.
* Imagine cumulative development.
* Consider the potential for improvement.

**Step 4: Examine the development plan.**

As you are all aware North East Derbyshire District Council does not have a Local Plan but they work to the National Framework. However the following information is relevant to future development in the Parish of Wingerworth.

Wingerworth Parish Council has developed a Neighbourhood Plan and it is due for referendum in November/December 2017.

The draft Local Plan from North East Derbyshire District Council has produced housing requirement figures for the Parish of Wingerworth. These are as follows:

The Avenue Site – 700-1100 new homes over a 20 year period.

456 new homes for the rest of the Parish over the same time frame.

**Step 5: Decide on action.**

You could decide to support the application:

Support the application but ask for conditions to be placed.

Take no action.

Register an objection but suggest actions that could be taken to address your objection.

Request that the application be refused permission because of its adverse effects, which can’t be dealt with satisfactorily by using conditions or obligations.

**Step 6: Put your comments in writing.**

When you’re completely clear on your position, the next step is to make your comments in writing to the Planning Authority before the appropriate deadline. You must do this if you want your comments on a planning application to be properly considered.

Writing your letter or email:

* Refer to the development plan. Use the application number.
* Consider the public interest.
* Be clear and courteous, avoid personal issues and concentrate on the facts of the case.
* Get comments in on time.
* If sending an email, remember to include a postal address.

**Step 7: Gather support.**

Telling the local planning authority your views is just the start of the process. You’ll need as much support as possible, from within the community, to make sure the authority’s decision takes account of your views. The more people willing to say so, the stronger your case will be.

Influencing decision makers:

* Meet the local planning officers.
* Approach your local councillors.
* Talk to your ward councillors.

**Step 8: Speak at committee meetings.**

Speaking at the committee meeting where the application you’re interested in is being considered could make all the difference to your chance of success.

*Councillors tend to respond to strong local feeling.*

How to organise speaking at a meeting:

* Contact your local planning authority to say you would like to speak.
* Confirm the date, time and location of the meeting and the allotted time you have to speak.
* Find out who else is speaking and make sure you put shared views across strongly and avoid repetition.

**Top Tips**

* If you wish to view the planning application at North East Derbyshire District Council, you must telephone to make an appointment.
* Take copies of information should you wish to, you may be charged for the photocopying.
* Look on the register for previous applications. This will give you lots of relevant information for example if past applications have been refused.
* Consult with your Parish Council.
* Examine the planning application to see how it would affect the local community.
* Be certain of your facts/reasons for objecting to a development are correct.