

Wigan Council

Environmental Services Department

Proposed development – Your opportunity to comment

1 Why am I being consulted?

Somebody has made an application for a proposal, which may affect your property. We want to know if you have any comments.

The council has adopted a Code of Practice on the publicity it gives to planning applications. You can get a free copy of this document from the Environmental Services Department.

2 What should I do next?

- Consider the site and description of the development.
- Telephone the relevant officer if you want any more information or if you want to arrange an appointment.
- If you wish to see the plans or information received with the application then you can visit the appropriate council offices at the address given in the enclosed letter.
- Any comments must be made **in writing** to the Environmental Services Department within the timescale stated in the attached letter.

3 What issues are relevant to the planning decision?

These will vary with the nature of the proposal and the particulars of the site, but may include:

- The council's published planning policies in the Unitary Development Plan
- Central government planning guidance
- Scale
- Privacy
- Highway safety and congestion
- Noise and disturbance
- Air pollution
- Design
- Appearance
- Layout
- Conservation of buildings
- Effects on trees
- Amenity

4 What issues are not relevant to the planning decision?

Again these may vary but the following issues are usually not relevant:

- Matters covered by other laws, for example, alcohol licence
- Private property rights, for example, boundary or access disputes
- Loss of view
- Effects on property values
- Possible future development
- Trade competition

5 What happens to my comments?

The Executive Director Environmental Services will consider your comments along with council and national policies and guidelines.

If the application needs to be considered by the Planning Committee we will not copy all the letters received but your comments will be summarised in a report. Your letter may be copied and circulated to members with the committee papers. Please write your comments **in black ink on white paper** to make it easier to read.

A petition and/or a bundle of standard letters will be regarded as one objection when referred to in the officer's report.

6 Will I be reconsulted if the applicant submits revised plans?

If amendments are submitted, you may be informed again if the changes are important.

7 Who decides planning applications?

The final decision on the application is made by one of the following:

- The Planning Committee, which is made up of elected Councillors; or
- Experienced planning officers. These are qualified professionals who advise the Planning Committee and implement its planning policies.

8 Will the application need to be considered by the Planning Committee?

Most planning applications are determined under delegated powers by the planning officers. We have a document explaining the applications that need to be considered by the Planning Committee. You can get this free of charge from the Environmental Services Department.

Tell us why you think this planning application should be approved or refused.

Before arriving at the committee meeting you should prepare a clear, concise statement explaining why you think the planning application you are interested in should be approved or refused.

When preparing your statement, you should try to explain:

- how the proposals comply or conflict with planning policies in the Unitary Development Plan and relevant planning guidance issued by the council;
- whether the proposals will have any impact on neighbouring property and if so what that will be;
- what the main advantages or disadvantages will be for you and the wider community; and
- what evidence you have for your statements.

What matters will the committee take into account?

The Planning Committee considers all applications on planning grounds only. The council's Unitary Development Plan is an important consideration. Listed below are examples of issues that the committee can and cannot consider.

It is best to look at these lists before you speak. If you raise issues from the list they cannot look at, then the committee will not be able to take them into account.

Issues the committee can normally consider:	Issues the committee cannot normally consider:
<ul style="list-style-type: none"> • overshadowing • overlooking or loss of privacy • adequate parking and servicing • overbearing nature of proposal • loss of trees • loss of ecological habitats • design and appearance • layout and density of buildings • effect on listed building(s) and Conservation Areas • access or highways safety • traffic generation • noise and disturbance from the scheme • disturbance from smells • public visual amenity, but not loss of private individual's view • flood risk 	<ul style="list-style-type: none"> • loss of value to individual property • loss of view • boundary disputes including encroachment of foundations, gutters • private covenants or agreements • the applicant's personal conduct or history • the applicant's motives • potential profit for the applicant or from the application • private rights to light • private rights to way • damage to property • disruption during any construction phase • loss of trade or competitors • age, health, status, background, work patterns of the objector • time taken to do the work • capacity of private drains • building or structural techniques • alcohol or gaming licences

This table does not show everything, but is meant as a guide to help you when preparing your statement.

9 Can I make verbal representation to the Planning Committee?

If the application needs to be considered by the Planning Committee there will be an opportunity for the applicant or agent or supporters and objectors to address the Committee before a decision is made.

If you have sent a letter and if the application needs to be considered by the Planning Committee, we will write to you with the date of the meeting at which it will be considered. If you have sent a petition or a pro-forma style letter, only the originator of the petition or letter will be informed in writing. You will also be advised how the Planning Committee operates and how you can take part in the proceedings.

10 What decision can be made?

That the planning application should be:

- **Approved**, possibly with conditions
- **Refused**
- **Deferred** to enable amendments or further information to be submitted
- **Deferred** to enable the Planning Committee to visit the site or a video presentation to be prepared

11 Will I be notified if the Planning Committee needs to visit the site?

If you have sent a letter we will let you know, in writing, about the arrangements for the site visit. If you have sent a petition or a pro-forma style letter, only the originator of the petition or letter will be informed in writing.

A site notice will also be displayed near to the site, approximately one week before the date of the site visit, giving the appropriate details.

12 Can I make verbal representations to the Planning Committee during the site visit?

The purpose of the site visit is to assist members in gaining a better understanding of the proposal. It is **not** an opportunity for council members to hear representation about the application. However, you may attend the site visit to observe or to point out features, through the officer, on and/or adjacent to the site in relation to the proposals.

13 What happens to the application after the Planning Committee has visited this site?

Most site visits take place on the morning of the date of the Planning Committee that will consider the application. We will let you know, in writing, the date of the committee meeting. We will also remind you how the Planning Committee operates. There will be a further opportunity for the applicant or agent or supporters and objectors to address the committee before a decision is made.

14 How will I find out about the decision?

- By attending the Planning Committee meeting.
- By telephoning the officer who is dealing with the application.
- Or, by checking our web site

15 Does the applicant have a right of appeal?

The Local Planning Authority is obliged to consider any planning application as long as the required plans, forms, certificate and fee are submitted.

If planning permission is refused the applicant may choose to appeal to The Department for Communities and Local Government. Anyone who has submitted comments about the original application or who has spoken about the application at the committee will be informed and given the opportunity to comment further. However, should the council approve the application, interested parties do not have the right of appeal.

Can Planning Aid help you?

Planning Aid is a service that offers free, independent and professional advice and support on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. If you feel that you need assistance making representations about this application, Planning Aid may be able to help.

Telephone: 0870 850 9804 or email your enquiry and telephone number to:
nwcw@planningaid.rtpi.org.uk

For more information visit: www.planningaid.rtpi.org.uk