



Step 5

Put your comments in writing

When you are completely clear on your position, and you would like to formally respond, 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 carefully considered.

The easiest way to respond is to submit your comments direct via the Council's website. Alternatively, you could email the case officer or planning department or send a letter by post.

In order to help you craft your response we have drafted an example representation in support of a planning application. This is a fictional development and not based on any real world scheme, but is meant to help guide your response to a planning application in your area.

TOP TIPS

For writing your email or letter



CONSIDER THE PUBLIC INTEREST

Explain how the development affects the local community as a whole. Avoid focusing on issues such as land ownership, the effects of the proposal on the value of neighbouring property, or the personal circumstances of the applicant.



GET COMMENTS IN ON TIME

You'll generally have two weeks to respond to a planning application. If possible, get your comments in before the deadline. If this is impossible, send a short letter summarising your views within the deadline and follow it up later with more detailed comments. Late comments may be considered, particularly if your views don't cause any delay in the decision, but you cannot rely on this.



CONSIDER APPROACHING THE APPLICANT

You could approach the applicant to let him or her know your views or to persuade them to improve the application, either before or after you write your letter/email



REFER TO THE DEVELOPMENT PLAN

List development plan policies that support your case and explain why. Recognise and respond to development plan policies that conflict with your views. Explain what other planning issues you believe should affect the decision.



BE CLEAR AND COURTEOUS, AVOID PERSONAL ISSUES AND CONCENTRATE ON THE FACTS OF THE CASE

Separate out each point you want to make. Explain what you want to happen and, where appropriate, suggest conditions you want to see put on the application to improve the sustainability of the proposal. Try to be concise.



TO: The case officer

PA/21/333/567 - Land at Little Horse Lane, Cambridgeshire, CB9 2LX

PA/21/333/567 - Land at Little Horse Lane, Cambridgeshire, CB9 2LX
Proposed erection of 3 blocks to accommodate 15 social rented homes

I am writing to you in support of the proposal above.

This is due to the need for more genuinely affordable homes in the area and the high-quality nature of the proposed scheme including a new children's play area and public open space, which will benefit the local area.

Local Plan policy H2 states that proposals for new affordable homes should be strongly supported. In addition, policy H3 supports new family homes. The application proposes 15 new 3 and 4 bedroom homes, suitable for families, available for rent. The homes will be owned in perpetuity by the Little Horse Community Land Trust and rented at affordable rates. This is strongly supported by local planning policy and should be afforded significant weight. Furthermore, the adopted Little Horse Neighbourhood Plan policy Ho4 recognises the positive contribution that community-led housing developments make towards meeting housing need across the area and support community-led development.

The Council have produced a Public Realm and Play Space Supplementary Planning Document that provides guidance to applicants looking to deliver new open and/or play spaces in the area. The guide shows strong support for applications that provide safe access to good quality, well-designed, secure and stimulating play space. The proposal includes play space for a range of ages, including an enclosed area for younger children with seating for parents and/or guardians. This is in line with the Council's guidance and will provide a net benefit to the local community as the play space will be available for children within the village as well.

I am aware an application for 4 bungalows for older people was permitted recently in the neighbouring village. This was because the application met an assessed local housing need. In my view, there is a distinct need for larger, affordable homes for families in the area and as such, this should be given planning weight.

I hope my comments will be taken into account in the forthcoming decision. Should the application be decided at planning committee, I would be more than happy to speak in support of the application. Therefore, please keep me informed of any decision made.

Regards,
Joe Bloggs

Start your response with the planning application reference, address and proposed description of development.

Clearly state whether you support or object to the application.

Then state the reason(s) why you support or object to the application. This should relate to material considerations e.g. I support the application due to housing need or I object to the application due to the negative impact on designated heritage assets.

Then state relevant adopted planning policies to back up your argument. These should be policies that relate directly to the application and material considerations. E.G. If the application is for a new wind turbine, energy, climate change and landscape policies will be relevant.

If there is an adopted neighbourhood plan in the area you should also refer to policies in the plan.

Next, you can refer to any other relevant planning guidance that might help make your case. For example, the council may have adopted a local design code or supplementary planning document with specific guidance applicants should follow.

You should also refer to any other relevant applications in the local area that may set a planning precedent.

If you would like to speak in support or objection to an application at planning committee you should clearly state this in your response.

Finally, request to be kept informed of progress on the application.

