

Planning Applications – A residents Guide

What is the process?

The Planning Authority for East Suffolk is Suffolk Coastal District Council (SCDC). When an application for Planning permission arrives they follow this process:

- Planning application arrives and is checked
- If it is correct and all paperwork is present it is logged on the SCDC Planning System (see link below) and sent out for consultation
- A notice is placed outside the property concerned
- A 21 day period is allowed for comments to be received (after the notice is put up).
- If the Planning Application is non-contentious the decision is made by the Planning Officer. However, if more than 3 comments are received that are contrary to the Officer's recommendation the application may be decided by the Planning Committee
- If the decision goes against the applicant they have a right of appeal; there is no right of appeal for a Consultee.

How does the Parish Council decide on its opinion of an application?

- It is very important to note that a Parish Council is merely a consultee when it comes to looking at Planning Applications; it is not the Planning Authority (that is SCDC) and therefore it does not decide the outcome of any application.
- The Parish Council looks at each application on its own merits but also at the cumulative effect of applications in an area.
- If the Parish Council has been contacted by residents these views will be taken into consideration.
- The views of a Parish Council hold no more or no less weight than those of any other consultee.

How can I view an application?

- You need firstly to go to the SCDC Planning System at <http://planningpublicaccess.waveney.gov.uk/online-applications/>
- If you know the Planning Reference number key this in on the 'Simple' tab (under 'Enter a Key Word, Reference Number...') and click 'Search'
- If you do not know the Planning Reference number go to the 'Advanced' tab, scroll down to the 'Application Details' section, choose your parish from the 'Parish' section and select 'Pending Consideration' from the 'Status' section; click 'Search' at the bottom of the page
- Once the application is chosen you will have a number of different tabs you can view, including:
 - Details: Important Dates – Check these to see when any comments need to be in
 - Details: Further Information – Use this to see which SCDC officer is dealing with the case
 - Documents – Use this to view the application form, any plans and any comments submitted so far

How can I comment on a Planning Application?

- When you comment on a planning application you must do so directly to SCDC Planning Department
- State clearly at the top of the communication whether you 'Support' or 'Object' to the application.
- You can communicate with SCDC Planning in any of the following ways:
 - E-Mail – Send an e-mail to d.c.admin@eastsoffolk.gov.uk
 - Write – Send a letter to SCDC Planning Department, East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
 - Online Comment – Register with the SCDC Planning System (See below) and use the 'Make a Comment' button
- Remember, more than one person from a household can comment on an application

Can I monitor Planning Applications for my parish?

Yes, this is the best way to keep up to date with applications affecting your parish:

- Go to the SCDC Planning System at <http://planningpublicaccess.waveney.gov.uk/online-applications/>
- Click on the 'Register' button and complete all required details
- Using your new registration details use the 'Log on' button to log on to the system
- Go to the Advanced tab and scroll down to the 'Application Details' section, choose your parish from the 'Parish' section and select 'Pending Consideration' from the 'Status' section; click 'Search' at the bottom of the page.
- This will show you a list of all applications in the state of 'Pending Consideration' in your parish
- Click on the 'Save Search' button and give your search an appropriate name
- Ensure you tick the box that asks if you would like to receive an e-mail each time an application meets your criteria.
- Once your search is saved you will receive an e-mail each time a planning application for your parish is moved in to the 'Pending Consideration' state.

What comments should I make?

- It is helpful if you copy in the Parish Council as they then get a feel for public opinion on an application
- You are of course free to comment however you wish but your comments hold more weight if you try to align them to Planning Considerations that SCDC can take in to consideration. These include:

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| • Overshadowing | • Design and Appearance | • Government Policy |
| • Adequate Parking and Servicing | • Layout and Density of Buildings | • Local Planning Policy |
| • Overlooking and Loss of Privacy | • Effect on listed buildings | • Site History and Previous Decisions |
| • Overbearing nature of the proposal | • Effect on Conservation Areas | • Affordable Housing |
| • Procedure/Law | • Access and Highway Safety | • Fear of Crime |
| • Consultee responses | • Noise and Disturbance from the Scheme | • Landscape impact amenity |
| • Case Law | • Public visual amenity | • Infrastructure: Schools, drainage, etc. |
| • Loss of Trees | • Disturbance from smells | • Urban design |
| • Loss of Ecological Habitats | • Flood Risk | • Local economy |
| | | • Cumulative impact |
- Try to avoid the following subjects as these are non-material considerations:
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|-----------------------------|--------------------------|-------------------------|
| • Impact on property values | • Rights of access | • Loss of private view |
| • Profit | • Work already done | • Neighbour Disputes |
| • Ownership of land | • Moral objections | • Misrepresentation |
| | • Commercial competition | • Restrictive Covenants |



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