

FOREST HEATH DISTRICT COUNCIL

SUMMARY OF REVISED ARRANGEMENTS FOR NOTIFYING NEIGHBOURS ABOUT PLANNING AND RELATED APPLICATIONS

Who will be notified?

1. Upon receipt of a valid application for planning permission, listed building consent, advertisement consent, conservation area consent, or to carry out works to a tree protected by a Tree Preservation Order, or to carry out works to a tree within a conservation area, or a prior approval notification for telecommunications development, all occupiers/owners of buildings adjacent to the application site will be sent a letter or card notifying them of the application.
2. The letter or card will be addressed to the owner/occupier of the adjoining property. If the property is rented or leased then the onus will be on the occupier to advise the owner of the notification received from the Local Planning Authority.
3. Neighbouring owners/occupiers of buildings, opposite and adjacent will be notified of an application, irrespective of the land use, and whether the occupiers/owners are separated by a road/track or an area of undeveloped land.
4. If, within a period of 12 months from the date of issue of a decision, or withdrawal of an application, a further application is received relating to the same site, or part thereof, then all persons who made written representations in respect of the original application will be notified in writing of the new application, and invited to comment thereon.
5. The notification arrangements do not relate to applications for certificates of lawful development, or prior approvals for agricultural developments and hedgerow removal.

Where can the application details be obtained and viewed?

6. The application details, including the forms, drawings and other documentation are available to view at the main Council office in Mildenhall, and in the Newmarket area, they can be viewed by appointment at the Newmarket Town Council offices (phone 01638 667227). The details can also be viewed on the Council's website via the Planning Explorer – www.forest-heath.gov.uk and representations can be made on-line.
7. Neighbours are encouraged to contact the case officer dealing with an application if additional information or advice is required about a development proposal. The Council also operates a Duty Officer system whereby general advice is available to customers between the hours of 9.00am – 1.00pm Mondays to Fridays.

What happens to the representations received?

8. All written representations received will be acknowledged by letter or e-mail, and placed on the case file and made available for public inspection.
9. The Local Planning Authority will take into account all written representations received from the notified owner/occupier, providing they relate to relevant planning issues and that they are received within 21 days beginning with the date when notification was served. Failure to meet this deadline may result in comments not being taken into consideration.

What if the application is amended?

10. If substantial or significant amendments as determined by the case officer, in consultation with the Development Control Manager, are made to an application prior to its determination, then
 - a. all persons initially notified of the development/works, shall be re-notified in writing;
 - b. any other persons who have made representations in connection with the application in question, shall also be notified of the amendments;and allowed a further specified period to comment in writing on the proposals, usually 10 or 14 days.
11. If substantial or significant amendments are made to an application once it has been determined, then the applicant will be required to submit a new application, and the neighbours will be notified in the normal manner.
12. In forming a view as to whether an amendment to an application is substantial or significant, case officers shall consider, in discussion with the Development Control Manager, whether the changes will adversely impact on matters of acknowledged importance (e.g. lead to additional overlooking, loss of privacy, noise or traffic movements for nearby occupiers).

What happens once a decision is made?

13. All persons making written representations in connection with a planning or related application will be advised in writing by the Local Planning Authority of the decision.

Please note

14. The neighbour notification arrangements set out above are in addition to the statutory requirements for a Local Planning Authority to advertise certain applications in local newspapers (eg. Major developments, development affecting a listed building or within a Conservation Area) and also the Council's practice of posting a notice on each application site.

Revised October 2007