

A guide to planning legislation and practice - how to get involved in planning decisions

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Background

In most cases anyone wishing to extend or make external alterations to their property, or change its use or construct a new building must make a planning application to the city council (also known as “the local planning authority”) for permission, and around 4000 to 4500 applications are submitted every year.

As a member of the public, you are entitled to examine and comment on planning applications as they are made. This is your chance to have your say and argue for or against planning decisions that you consider have an effect on the environment and your local community. You can either comment as an individual or as part of a local resident/interest group.

The council’s aspiration is that as many people as possible have the opportunity to be effectively involved in planning and development issues, as set out in the council’s policy document, the “[Statement of Community Involvement](#)” (adopted in October 2008).

The council will make a decision on all planning applications based on the policies set out in the statutory local development plan - In this case the main document is the [Bristol Local Plan 1997](#). This is a crucial document, it sets out agreed planning policies for Bristol and is the background against which planning decisions are made. Your local library will keep a copy. Alternatively, you can see it at Brunel House or on the [website](#). The [Joint Replacement Structure Plan 2002](#) is also an important development plan document as it contains strategic policies for how development should take place in the former Avon County area.

In 2004, a new system of development planning was introduced by the Government. This means that the Local Plan and Structure Plan will be replaced by the [Bristol Development Framework](#) and the [South West Regional Spatial Strategy](#) which will look at which parts of the city will grow.

These documents are still in the development stage and there are opportunities for local residents and local groups to get involved. Details

of the opportunities for public consultation and the timetables for completion of the Local Development Framework can be found at www.bristol.gov.uk/bdf. Until this new system is in place the Bristol Local Plan and Structure Plan will remain the important local reference points.

The planning application process

The following describes the planning application process and sets out a number of stages with opportunities for members of the public to get involved and comment on planning applications

- An applicant undertakes preliminary discussions with the council and local resident or community groups (this is called the “pre-application” stage but does not always happen).
- A planning application is submitted to the local planning authority and the council publicises the application.
- There is usually 21 days to comment on the application.
- Within eight weeks of the planning application being submitted, a decision will normally be made taking into account relevant planning policies and comments received from local residents and other interested parties.
- Most decisions are made by officers, and only the large scale and particularly sensitive schemes will be decided by elected councillors at a Planning Committee.

Most planning applications are approved, (Bristol approved 80% in 2007/08). However, many approved planning applications are the subject of amendment during their processing, such as changes requested by council officers, and/or local residents.

If the application is refused, or the approval is subject to conditions, the applicant has the right of appeal to the First Secretary of State.

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How to Have your Say.....

Whether you have a special interest, such as archaeology or wildlife, or more general concerns about the environment or the specific effect on your property or neighbourhood this guide is intended to provide information to help you to present your views appropriately, and effectively so that your voice is heard.



Stage 1: Pre-application discussion, ie before the application is formally submitted

Some developers of the larger, more significant developments will start community involvement with local residents prior to submitting an application (the “pre-application” stage), and as part of this exercise will produce a Community Involvement Statement. Getting involved at this stage can be very beneficial.

The Council’s Statement of Community Involvement strongly encourages “pre application involvement” and sets out a number of ground rules that developers should use when engaging with the community.

Stage 2: How to find out about a submitted planning application

The council will publicise the application by :

- Individual letters to affected residents and groups; or

- Site notices – usually attached to a lamppost near to the where works are proposed; or
- Notices in the Bristol Evening Post, or
- Putting it on the website, or
- Planning register - All planning applications are kept on the ‘Planning Register’ and available for anyone to see. You can also use it to look at previous applications for the same site - “the planning history”. Some sites have been considered for development before and you may find information that is relevant to the current proposal. You could also look at recent planning applications in the wider area to get a picture of what other developments have been applied for, and the decisions made.

Ways of finding more information:

- The Public Access website - www.bristol.gov.uk/publicaccess – here you can see lists of all applications, and full details including plans and supporting documents.
- Phone the Planning Enquiry Line 0117 922 3097 - we will do what we can to help, such as making copies of the plans available at local libraries or other local council offices, or sending a copy to your local councillor, or sending a copy of the plans to your home address.
- There are also site finder websites, which will email you details of any application within an area you set, eg www.planningfinder.co.uk.

Please note, many planning applications are made online, and we only print one spare copy of the plans so sending out individual copies may not be possible.

When you find out about a planning application you will have the name of the planning Case Officer. This is the council officer who will handle the application and has the task of weighing all the relevant aspects of the case and making a recommendation whether planning permission should be refused or granted.

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Please note that case officers are not an advocate for either the applicant or any third party, and that the recommendation is a conclusion based on assessing the application against the development plan and the evidence and information received from third parties.

Stage 3: Visit the site of the proposed development

Once you have looked at a planning application to assess how a development is described on paper, it will be useful to see the site. This will enable you to build a picture of the development and its likely effects.

Please note that if it is private land you may need agreement to enter the site. Also if it is a domestic extension and it is your neighbour, it is best to talk to them beforehand.

Whilst you have seen the site, ask yourself:

- How would the proposed development fit into its surroundings? Would it blend in, dominate or provide a welcome contrast?
- Is it a sympathetic design? Remember that details as simple as the alignment of a roofline, such as the design and pitch or the proposed materials can affect a development's acceptability within its surroundings.
- Will it have direct effect on your house/business premises?, eg will it block sunlight reaching your house?
- If it is a larger development, how will it affect the locality, such as the road network?
- Might it get rid of an eyesore ?
- If it's a commercial development could it create jobs for the area?
- Are there important features that might be lost if the development proceeds, eg mature trees felled.

Stage 4: Seeking further advice or help

There may be a resident or amenity group in your area who may be able to help you find further information on the planning process, and/or to get the views of others who may be affected. See the Bristol Neighbourhood Planning Network website – www.bristolnbn.net.

In addition, the council has set up a network of neighbourhood groupings, called Neighbourhood Partnerships, who again may be able to offer advice and assistance. The Neighbourhood Partnerships enable residents to raise issues of concern with their councillors and to meet face to face with agency representatives to discuss how these issues can be resolved. Each Neighbourhood Partnership has a named contact officer who will provide additional information and support to residents who wish to get involved. Further details are available on the council's website – www.bristol.gov.uk.

If you would like independent advice on a planning matter, South West Planning Aid may be able to help: they are a national charity which provides free professional advice on planning to community groups and individuals who cannot afford professional fees. They can be contacted at www.planningaid.rtpi.org.uk

Stage 5: Coming to a view on the application:

When you have looked at the planning application and seen the site, you will probably come to a view on the proposal. In doing so please note that the decisions are always guided by the policies in the development plan (see glossary – Appendix 2).

When taking a view on the proposal ...

- **Use local knowledge.** As someone who knows the area well, you may be able to provide the planning authority with previously unconsidered information. Try to obtain as much local knowledge as possible - for example, details of groups of trees that are particularly valued, landscape views or whether local roads are used as rat-runs.

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- **Know** that good development can enhance the environment. Consider exactly what you want new development in your area to achieve, and to establish some clear objectives against which you can judge proposals. This will make your arguments more persuasive.
- **Think long term.** It is important to take a long-term view of the impact of developments, both individually and cumulatively. Ask yourself whether the proposal offers positive benefits to the area, eg
 - increased public access or
 - landscape restoration; or
 - putting a building or derelict site to better use; or
 - Increasing the range of housing in the area, eg more smaller units; and
 - creating local jobs.

Or will it make existing problems worse, eg

- by encouraging more traffic, or
- damaging a wildlife habitat/trees, or
- by looking out of character, or
- causing a significant loss of light to your property.

Consider the potential for improvement:

Always look to see if there are improvements that could be made to the proposal, such as by changes to the proposal itself or safeguards through the use of planning conditions, so that it does either less harm or more good.

Talk to others who may be affected: Such as neighbours or any local amenity group.

Decide on your action: When you have consulted the development plan, and considered it in terms of your original views on the planning application, your next step is to decide what action to take, if any.

Your options:

- **Support the application** because it will have positive benefits in the long run, even if there will be undesirable side-effects in the short term (such as during the construction period).
- **Support the application** but ask for details of the proposed development to be changed.
- **Take no action**, since the proposal's overall effect would be neutral or of little relevance to you or your particular interest.
- **Register an objection** to the application, but suggest action that could be taken to meet your objection, either by amendments to the proposals or by the imposition of conditions limiting their potential damage or by the imposition of planning obligations to mitigate the impact of the development.
- **Request that the application be refused permission** because of its adverse effects, which cannot be lessened satisfactorily.

Stage 6: How best to make your representations - Tips

Always put your comments in writing: This can be by letter, by email or online via PublicAccess – www.bristol.gov.uk/publicaccess.

Openness: Remember that all comments made will be freely available for anyone to see. In some cases (such as domestic extensions) it could be worth discussing your comments with the applicants and letting them know your concerns.

It is always helpful (although not essential) to refer to development plan policies that support your case and explain how they do so. If you don't think there are development plan policies that are relevant, try to explain what other planning issues you believe should affect the decision.

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Consider the public interest: You should judge what other topics are relevant in terms of your local community as a whole or the wider public interest. Therefore avoid referring to topics such as:

- land ownership,
- the effects of proposals on the value of neighbouring property, or
- the personal circumstances of the applicant.

If there has been an identified need for a particular kind of development in the area and the application does not address that need, you could comment on that.

Be courteous: Be clear and courteous, avoid personal issues and concentrate on the facts of the case. Separate out each point you wish to make. Explain what you want to happen and, where appropriate, suggest suitable conditions you would like to see imposed if the application is permitted. Try to be concise.

Get comments in on time: You'll generally have 21 days to respond to a planning application. If at all 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. These comments may still be taken into account, particularly if your views don't cause any delay in the decision.

Talking to your local councillors: At any time in the process you may want to discuss the application and your thoughts with your local councillor. The names and contact details of the councillors are available on the council's website – www.bristol.gov.uk/councillors.

For councillors who sit on the Planning Committee there is a principle of “fettered discretion”, which means that they will be unable to indicate which way they will vote prior to the committee meeting. To do so would “fetter their discretion” and disqualify them from voting. (You can find out more about this in the councils [Code of Conduct for Members and Officers](#) – Planning Matters. Jan 2009)



For councillors who are not on the planning committee they have much more freedom to get involved in cases that affect their wards and local areas. If you are opposing a planning application, it's always helpful to tell your councillor the reasons you think the application should be refused or suggest conditions to be placed on approval, and what other local residents think.

Liaise beforehand with groups such as amenity or resident groups and other organisations consulted by the council – such as the Environment Agency or Natural England, some of whom may share your views. A petition signed by local residents can also be helpful – although individually signed letters carry as much weight.

Stage 7: The Decision Making Process

Keeping in touch with progress: When your written comments have been received, you will receive an acknowledgement. After that you will usually only hear from us to let you know that :

- the decision has been made, or
- that there have been amendments submitted to the scheme, or

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- that the application will be decided by a Planning Committee.

In the interim, you can contact the case officer to ask about progress, although the case officer may not always be available and some information will be available on the council's website.

Delegated Decisions: In most cases the planning decision is delegated to the planning Service Director and other senior staff.

The senior officer will consider the case officer's report, which will take into account all views received and cover the main planning issues set against the context of the Development Plan. Any letters received will be recorded as background papers.

If the senior officer agrees with the report – a decision will be issued. The officer report (called the “delegated report”) is available for public inspection.

Committee Decisions: For larger scale and particularly sensitive or controversial schemes, applications will be decided by the relevant Development Control Committee made up of elected councillors.

If this happens you will be notified by us and be able to look at the planning officer's report to the committee at least seven days before the committee meeting. A summary of the comments received will be covered in the

officer's report to councillors, but councillors may not read each letter directly.

This report will always have a recommendation either to grant permission or refuse. It is important to note that this recommendation does not mean that the decision has already been taken, as the decision now rests entirely with the elected members.

You have an opportunity to speak at the committee meeting where the application is decided. To speak at a committee meeting:

- Contact the council to say that you want to speak. Please note that the council has a protocol on speaking at committee meetings - See [Having Your Say at Bristol City Council Development Control Committees](#) on the website.
- If there are other neighbours who want to make representations, it could be helpful to find out who else is speaking at the meeting and work with them to reinforce the important shared points of your responses.
- In advance of the committee meeting you can see all the letters submitted in response to the application, and you can see the planning officer's report to the committee, which sets out the most significant responses to the application.
- Steer clear of party politics as councillors must make planning decisions on grounds relevant to planning, not on party lines. Making a decision on party lines is considered “maladministration” (failing to follow the law or the authority's own rules or processes).
- If you think that the application can only be fully appreciated on the ground you may ask for a site visit. This may require a decision to be deferred to a future meeting until such a visit has taken place.

Planning reports will cover all the relevant planning issues and establish what weight to attach to views expressed around an application. Planning is not an exact science and councillors may judge the issues differently from officers.

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Making the decision: Once all statements have been heard, then the chair of the committee will ask the Service Director, Planning and Sustainable Development representative to present the application.

This will generally be a slide presentation and reflect key aspects of the officer report, and will usually:

- update the committee on any changes since the report was written,
- respond to relevant issues raised in the public statements,
- focus on the decision turning issues.

Following the presentation, the meeting will be opened by the chair for the committee members (ie the elected councillors) to make contributions. Sometimes these contributions will be to ask questions of the officers and other times to offer views on the merits of the application.

This part of the meeting is not open to members of the public to participate in, but you can stay and listen to the discussions.

Once the elected members have finished their discussions the committee chair will usually sum up and at that point will ask that a vote be taken to decide the application. The decision will be recorded in the minutes of the committee, and be published on the website usually within a week of the committee decision.

After the decision: Only the applicant has a right of appeal and this is to the First Secretary of State. If other parties are unhappy with the decision the only recourse to get the decision overturned is a judicial review. This is a complex legal process and you should take your own legal advice before taking such action.

However, if you think that the processing of the application was wrong or flawed, and that there was “maladministration” you can complain using the council’s “Fair Comment – Complaints” process, see www.bristol.gov.uk/faircomment. If dissatisfied

with the outcome of your complaint you can complain to the Local Government Ombudsman. Information regarding the Ombudsman can be found at www.lgo.org.uk



Appendices

- 1) Special Cases
- 2) Glossary
- 3) Sample letters

Appendix 1 - Special cases

1. Areas or buildings of Special protection:

Some kinds of development need consent under other legislation as well as planning permission or benefit from special protection.

Listed buildings - Buildings may be “listed” for their special architectural or historic interest, and proposals to alter or demolish a listed building requires a separate listed building consent.

Conservation Areas - Conservation areas are protected by tighter planning controls, making it more likely that a development will need planning permission as some permitted development rights are reduced and others withdrawn completely. Being in a conservation area will often mean stricter than usual controls over development and alterations to or new buildings, the erection of satellite dishes, tree felling and other tree work and demolitions.

Protected Trees - Tree preservation orders can be used to protect a group or individual trees from damage or felling without the council’s consent. We can provide details of trees covered by preservation orders in your area.

Advertising - There are regulations to control outdoor advertisements. Many outdoor advertisements require “advertisement consent”.

2. Environmental Impact Assessment:

Development likely to have a significant effect on the environment is subject to an Environmental Impact Assessment. This process aims to ensure that the environmental implications of a new development, and alternatives, are fully explored before a planning decision is made.

Certain types of development require an impact assessment automatically, whilst others may need one if their potential effects on the environment are judged to be significant. This is a judgment made by the council and is known as a “screening opinion”.

If an assessment is required, the developer must present an “environmental statement” along with the planning application. The statement is intended to explain how the project has been devised to do the least possible harm to the environment and what the harm will be.

Environmental statements should look at alternative options to the proposal. The public has an opportunity to comment on the environmental statement.

3. Permitted development: Some types of development, receive automatic planning permission. They are typically small-scale domestic extensions. For a guide to what might be permitted development see the Planning Portal website – www.planningportal.gov.uk.

4. Retrospective planning applications:

Development that has been started, or even completed, without permission may still be subject to the planning application process and the developer can apply for retrospective planning permission. The process for handling this type of application is the same as for any proposed development, and the fact that the development has been started or completed does not affect how it is assessed. If the application is refused action can be taken to remedy the damage.

5. Lawful use certificates: There are two types of lawful use certificates: certificates of lawfulness of existing use or development (CLEUDs) and certificates of lawfulness of proposed use or development (CLOPUDs). They are not planning applications as such, but a test of whether planning permission would be needed or whether a use has existed so long that it is lawful. Such applications are not tested against the development plan, but against the facts of the case.

6. Telecommunications Development or Phone Masts: Not all such development will require formal consent from the council and in some cases the applicants need only to submit a “Prior Approval” notice where the council must make a decision within 56 days (not to make a

decision means it's a deemed approval). Full planning permission will be needed in certain circumstances, such as masts above 15 meters in height. (For more details see [PAN 18 Telecommunications Development](#))

Appendix 2 - Glossary

Brownfield land: Brownfield land, or “previously developed land”, is land that contains or previously contained a permanent structure and associated infrastructure. Brownfield land occurs in rural and urban areas, but does not include agricultural or forestry land or buildings. The definition set out in Government policy, which all local planning authorities should follow, is in Annex B of Planning Policy Statement 3: Housing.

Case Officer or Planning Case Officer: This is the council officer who is responsible for dealing with the application and is the best person to contact to find out the status of the application. Please note that the case officer is not an advocate for either the applicant or any third party, their job is to make a recommendation based on the information submitted assessed against the development plan and other material considerations.

Conditions: Planning conditions are provisions attached to the granting of planning permission. What conditions can cover is limited by government guidance (See Circular 11/95) but generally they can:

- limit permitted development rights for a particular site;
- require further details to be submitted and approved;
- modify the proposals in a planning application, by, for example, reducing the size of the affected site or adding a provision;
- Place restrictions on uses eg hours of operation.

Development: Most development needs permission to proceed. Development has a legal

definition, found in section 55 of the Town and Country Planning Act 1990. There are two parts to the definition. The first is operational development, which includes the carrying out of building, engineering, mining or other operations in, on, over or under land. The second is changes of use, which covers the making of any material change in the use of any buildings or land.

Development plan: The development plan sets a local planning authority's policies and proposals for the development, conservation and use of land and buildings in the authority's area. The development plan is the structure plan prepared by the councils who formerly made up Avon (the Joint Replacement Structure Plan 2002), and the Local Plan prepared by Bristol City Council December 1997 – see www.bristol.gov.uk/localplan.

The Planning and Compulsory Purchase Act 2004 introduced a new development plan system of Regional Spatial Strategies prepared by the Regional Assemblies and Local Development Frameworks prepared by district or unitary authorities. See Bristol's Local Development Framework – www.bristol.gov.uk/ldf.

The development plan – with its policies and proposals – is the most important consideration for planning authorities when they decide on a planning application.

Environmental impact assessment: The assessment identifies and assesses the likely effects on the environment of a project, at the earliest possible opportunity, before a decision is made on whether to give consent to proceed with it. Under the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988, an assessment is required to accompany planning applications for developments that are likely to have significant effects on the environment by virtue of their nature, size or location.

Government planning policy: National planning policies that regional planning bodies and local planning authorities need to take into account

when drawing up development plans and other documents and making decisions on planning applications. Government planning policy guidance is set out in a series of Planning Policy Guidance (PPG) and Planning Policy Statements (PPS). The Department of Communities and Local Government produce these policies, and currently many of the PPGs are to be revised and renamed as planning policy statements. These policies can be seen at the planning portal website – www.planningportal.gov.uk.

Green Belt: This is a designated area of countryside “belting” a settlement, which is protected from “inappropriate” forms of development as defined in Government planning policy on Green Belts (PPG2). Green Belts exist throughout the country, and within Bristol there are small areas of Green Belt which are identified on the Bristol Local Plan Proposal Map. The general aim of a Green Belt is to stop urban sprawl and the merging of settlements, preserve the character of historic towns and encourage development to locate within existing built-up areas.

Greenfield site: Land for which development is proposed that has not previously been used for development. It is usually land last used for agriculture and located next to or outside existing built-up areas of a settlement.

Highway authority: In Bristol the council is the highway authority and the local planning authority. Highway authorities are responsible for producing the local transport plan and for managing existing or proposed new local roads in the area.

Land use planning: The framework for how land is used and developed is largely provided by the planning system, which aims to secure the most efficient and effective use of land in the public interest, and to ensure that facilities like roads, schools and sewers are built where they are needed.

Local authority: The administrative body that governs local services such as education, housing and social services.

Local development framework (LDF): A portfolio or folder of local development documents collectively setting out the spatial planning strategy for a local planning authority area. As a result of the Planning and Compulsory Purchase Act 2004, it replaces local plans and unitary development plans. The LDF when adopted will replace the current Bristol Local Plan.

Local Plan: This is prepared by the city council. It has the following chapters:

ME – Management of the Environment (Chapter 2)

NE – Natural Environment (Chapter 3)

B – Built Environment (Chapter 4)

M – Movement (Chapter 5)

EC – Economy (Chapter 6)

S – Shopping (Chapter 7)

H – Housing (Chapter 8)

CS – Community Services (Chapter 9)

L – Leisure (Chapter 10)

CC – City Centre (Chapter 11)

A – Avonmouth (Chapter 12)

SB – South Bristol (Chapter 13)

Local planning authority: This is the local government body responsible for formulating planning policies (in a local development framework), controlling development through determining planning applications and taking enforcement action when necessary.

Material change of use: Buildings are classified as having a use – for example, retail use. Planning permission is required for material change of use to building or land.

Material consideration: A factor which will be taken into account when reaching a decision on a planning application or appeal. Under section 38 of the Planning and Compulsory Purchase Act 2004, decisions on planning applications “must be made in accordance with the [development] plan unless other material considerations indicate otherwise”.

The courts ultimately decide what a material consideration is. However, case law gives planning authorities a leeway to decide what considerations are relevant, and how much weight should be given to them, each time they make a decision on a planning application. In practice, Government planning policy is often the most important material consideration other than the development plan. Government policy may also override the development plan if it has been both consulted on and published more recently.

National planning policy: There are national planning policies that regional planning bodies and local planning authorities need to take into account when drawing up development plans and other documents and making decisions on planning applications. Government planning policy guidance is set out in a series of Planning Policy Guidance notes (PPGs) and Planning Policy Statements (PPSs). These policies can be seen at the planning portal website – www.planningportal.gov.uk.

Permitted development (called “PD”) rights: Rights to carry out certain limited forms of development without the need to make an application for planning permission, as granted under the terms of the Town and Country Planning (General Permitted Development) Order 1995 as amended.

Planning and Compulsory Purchase Act 2004: The Planning and Compulsory Purchase Act 2004 is the latest piece of planning legislation. It amends much of the Town and Country Planning Act 1990. In particular, the 2004 Act has made major changes to the system of development plans and introduced sustainable development, as defined by Government policy, as an objective of the planning system.

Planning Obligations: Some larger proposed developments may require additional or improved community services and facilities, as without which the development may have a detrimental effect on local amenity and the quality of environment. In such circumstances, we would expect the developer to offer

measures which would make a positive contribution to mitigate the impact of new development. These are called “planning obligations”, and these obligations to enhance the quality of both the development and the wider environment are controlled by “Planning Agreements”.

Regional Spatial Strategy: Statutory regional spatial strategies will replace non-statutory regional planning guidance notes produced for each English region. Regional Spatial Strategies are part of the development plan.

Secretary of State: Also called the First Secretary of State is the most senior Government minister responsible for the work of his or her department. The Government department responsible for planning is the Department of Communities and Local Government (CLG).

Supplementary planning guidance: Supplementary planning documents can give further context and detail to Local Plan policies. They can take the form of design guides, area development briefs or issue-based documents that supplement policies in an adopted development plan. To access these documents go to www.bristol.gov.uk/planningpolicy.

Appendix 3 - What a letter of objection may look like

Example A

Service Director, Planning and Sustainable Development
Brunel House
St Georges Road
Bristol BS1 5UY

Dear Sir/Madam

Application No:.....
Site Address:
Proposed Development: Erection of 2-story rear extension
Case Officer:

With reference to the above application I am writing to raise concerns over the impact it will have on me and my enjoyment of my house. The reasons are because of its size and position on the property boundary, the effect of which will be to block light to my living and dining room on the ground floor and create shadow for large parts of the day.

Although no information such as a sun path analysis has been provided of the impact of the development, I can tell you that the I currently get sunlight on the back of my house for much of the day.

I have looked at your local plan policy B9 and the Supplementary Planning Document on house extensions. Both these documents emphasise the importance of not causing harm to the amenities of adjoining occupiers, and not causing unreasonable loss of light or overshadowing.

On this basis I ask that you refuse permission accordingly.

If the extension were to be redesigned to be single story only, I think most of my concerns could be meet.

Yours faithfully

Example B

Service Director, Planning and Sustainable Development
Brunel House
St Georges Road
Bristol BS1 5UY

Dear Sir/Madam

Application No:.....

Site Address:.....

Proposed Development: Change of Use to Hot Food Takeaway

Case Officer:

With reference to the above application I am writing to raise concerns over the impact it will have on me and my enjoyment of my house. My reasons for objecting relate to the potential for noise and disturbance being caused especially at night by customers of the takeaway, and also by fumes caused by cooking.

I have looked at your local plan policy S8 and the Supplementary Planning Document on such changes of use (SPD 17). Both these documents emphasise the importance not causing harm to the amenities of nearby residents.

I also note that there is nothing on the submitted plans that shows how refuse will be stored, and this is another concern.

On this basis I ask that you refuse permission accordingly.

If the change of use were to be restricted to a day time use only, such as a café, and appropriate arrangements were made for dealing with refuse storage and any cooking fumes, I think most of my concerns could be meet.

Yours faithfully

Example C

Service Director, Planning and Sustainable Development
Brunel House
St Georges Road
Bristol BS1 5UY

Dear Sir/Madam

Application No:

Site Address:.....

Proposed Development: Demolish single detached house and rebuild 3 storey building providing 10 flats

Case Officer:

With reference to the above application I am writing to say that I do object to the development proposed. There are two main reasons, first I think that the new building is proposed is too large for the site, having a much greater footprint and having an extra storey than the existing building, and as such will appear incongruous in the street scene and be overbearing and reduce amenity for the neighbouring properties.

I have looked at the Bristol Local Plan, and consider that the application is contrary to policies in the Built Environment section especially B2 and B8, and therefore ask that permission be refused.

If, having considered my comments and the views of my neighbours you decide that planning permission should be granted, given the size of the development, planning obligations will be due for open space contributions, and I would like to local community to be involved in deciding how those contributions are spent.

Yours faithfully