

Plymouth City Council

Publicity for Planning applications

Code of Practice

DRAFT

June 2012

Purpose of the code

The purpose of publicity for planning applications is to provide you with notification of developments that may affect you and to ensure that any views you wish to make on Planning issues are properly considered. It also ensures that planning applications are determined promptly and efficiently in accordance with the Council's Planning Services Customer Charter.

The code applies the statutory requirements for publicity as set out in Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 to all planning applications.

Application type	Publicity	Length of publicity
Development where application: <ul style="list-style-type: none"> • Is accompanied by an environmental statement • Is a departure from the Development Plan • Affects a public right of way 	Advertisement in newspaper, identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
Major development Definition: <ul style="list-style-type: none"> • 10 or more dwellings • Creation of 1,000 square metres or more floorspace or the site exceeds 1 hectare • Mineral working or use of land for mineral working deposits • All waste related developments, including waste treatment, storage and transfer as well as tipping. 	Advertisement in newspaper, identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
All other planning applications for "Minor" and "Other" developments	Identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
Application related to a Tree Preservation Order	Identified on the weekly list and at least two site notices if the Council considers that	21 days from date of publication or placing of notice

Application type	Publicity	Length of publicity
	there is significant public interest.	
Development affecting the setting of a listed building	Advertisement in newspaper, identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
Development affecting the character or appearance of a conservation area	Advertisement in newspaper, identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
Application for listed building or conservation area consent	Advertisement in newspaper, identified on the weekly list and at least two site notices.	21 days from date of publication or placing of notice
Permitted development requiring prior notification to the Planning Authority	At least 1 site notice posted by the developer	28 days determination period from the date on which the local planning authority gave notice to the applicant that prior approval of the development was required and 14 days from posting of the site notice.
Lawful Development Certificate	Identified on the weekly list	None
Advertisement consent	Identified on the weekly list	None

Neighbour notification

Neighbours will not normally be notified by letter as it will be assumed that neighbours will read the site notice. The exceptions where a letter would be sent are as follows:

1. Where it is likely that the neighbours will have difficulty in accessing the notice due to mobility issues.
2. There is no easily accessible location where the site notice can be located.

Weekly list

The weekly list is published by e mail and on the Council's web site every Tuesday and outlines all planning applications validated during the previous week with a web link to the relevant planning application. The weekly list is sent to all Councillors and all organisations or individuals on the circulation. Any individual or organisation can be added to this list by contacting Planning at: planningconsents@plymouth.gov.uk

Site notices

The site notice will outline the details of the application (as specified in the Town and Country Planning (Development Management Procedure) (England) Order 2010. The Council will display notices in a prominent position which is accessible to the public and at least two site notices will be displayed for any planning application (as listed above). To assist with this officers will seek the advice of the local Members and / or community groups when appropriate and practicable to ensure that the site notices are in the locations that local residents will most likely see them. They will also be in an easy to read / understand format and will include a QR code (a barcode that can be read by smart phones) to allow you to download the information directly to your smart phone.

The Council will always try to ensure the site notice is protected by securely fastening it and placing it in a plastic coating. However If the notice is removed, obscured or defaced before the period of 21 days has elapsed, the Council, if made aware of this, will ensure a replacement is provided as a matter of urgency.

Advertisement

When required planning applications will be advertised on a Tuesday in the most relevant local paper.

Site notice displayed by the developer

Some developments permitted by the General Permitted Development Order are subject to conditions requiring the developer to publicise the proposal by means of a site notice (for example notice of demolition). The Council will advise on the form of the notice and will need to satisfy itself that the notice has been appropriately displayed.

Publicity for Planning Committee items

Some planning applications are referred to Planning Committee for a decision. If the Council has received a representation from you about a planning application that is being referred to Planning Committee, you will receive an e mail notifying the date, time and venue of the meeting, plus a web link with other relevant information (for example opportunities to speak at Planning Committee). Please note, if you have not e mailed your representation, you will need to provide the Council with an e mail address to receive this information.

More information on Planning Committee can be found at:

<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningprocesses/planningcommittee>

Making a representation of a planning application

If you wish to make representations, these must be made in writing, preferably by e mail, and include the reference number of the planning application. Written

representations should be sent to: planningconsents@plymouth.gov.uk (or Planning Technical Support, Planning Services, Plymouth City Council, Civic Centre, Plymouth, PL1 2AA). To ensure that a representation is taking into account, it should be received during the publicity period.

Re-notification on amendments to planning applications currently under consideration, amendments to approved schemes, submission of details and schemes to comply with and / or discharge of conditions

Publicity for amendments and proposals of this nature is optional and the statutory requirements do not apply. The Council will decide whether and how to give publicity taking into account if:

1. Objections or reservations were raised at an early stage, whether they were substantial and, in the Council's view, relevant to the amendments being sought;
2. The proposed changes would, in the Council's opinion, have a significant impact when compared to the original proposals;
3. The Council considers that parties not previously notified might be affected.

The publicity will be the same as for the original application and will normally be for 14 days from posting of the site notice or date of notification letter.

Notification of decisions

The Council will normally only inform the applicant of the decision. However if an interested party specifically wants to be informed when a decision is made, they can do so by contacting the Council at planningconsents@plymouth.gov.uk. They will then be sent an e mail notification directing them to the decision on the website.

Decision notices can be viewed by following the following web link:

<http://www.plymouth.gov.uk/planningonline>