

Planning

applications



Your chance to have your say

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What is a Planning Application?

Anyone can make an application to extend or make external alterations to their property, construct a new building or change the use of an existing building. These are called planning applications and the council publicises them by notifying all those who may be affected. The council must also decide whether to allow these applications to go ahead and this is called granting planning permission.

What is this application about and how can you see it?

The attached letter tells you the address of the property in question and a description of the proposed application. A copy of the details including application forms, drawings and other relevant information sent to us with the application can be seen at the address at the end of this leaflet during the hours detailed.

You may ring us first to see what information we have and our customer services staff will be happy to explain it to you when you come to see us. The name and telephone number of the council's Case Officer dealing with this application are also shown on the attached letter. If you want to discuss the application with a Case Officer, please ring first to make an appointment. If you are a disabled person and would have difficulty in coming to these offices to look at the plans, please contact the Case Officer who will send you a copy of the plans or visit you at home.

Why are we asking for your views?

The council has a duty to consult on applications and believes it should contact occupiers of neighbouring properties affected by proposals to find out what they think about it. We are therefore writing to you to tell you that someone has made a planning application on a property near the one you occupy and we are therefore asking you to tell us what you think about it.

How can you make your views known?

You can make your comments on the application, but before you do you should look at the application and plans carefully. You can send your comments by post or by e-mail to the address on the accompanying letter. When writing please give the application number, the address of the property concerned, your address and the name of the council's Case Officer in your letter or e-mail. Please note that comments made over the telephone or in person are not acceptable as they could be misquoted or misunderstood.

You should reply within the 21 days stated as a decision on whether to proceed with the application can be taken any time after this period. However, all written comments received up until the time a decision is made will be considered.

Please note that it is the city council's aim to determine planning applications within eight weeks.

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Enquiries Line - 0117 922 3097
customer_services_etl@bristol-city.gov.uk
www.bristol-city.gov.uk/planning



applications Your chance to have your say

What happens to your letter?

All written comments received by us will be considered, but only planning issues can be taken into account in deciding whether to approve the application. These include the effects of the proposed use such as traffic, noise or overshadowing on your home or a change in the appearance of a building. Other issues such as loss of view, property values or disputes about shared walls, cannot be taken into account. With regard to applications for telecommunications apparatus, account will be taken of concerns expressed about possible health effects, but in making the planning decision it is not possible to place a great deal of weight on such concerns if the proposal complies with recognised international guidelines on public exposure to electromagnetic fields.

Any written comments you make regarding an application must, by law, be available for public inspection and the person making the application may well wish to see your letter. Any written comments on an application will be acknowledged but we will not normally contact you again until after a decision is made unless the application is to be determined by a committee of councillors or is significantly altered or withdrawn.

How is a decision made?

Large scale or particularly sensitive or controversial applications are decided by elected councillors at a Development Control Committee meeting. These decisions are made after considering a report prepared on behalf of the Head of Planning Services. This report will include a summary of the views expressed by those who have written in connection with the application but not copies of each individual letter.

Meetings of the committee generally take place on Wednesday afternoons starting at 2pm and are open to the public. Copies of reports are available five working days before the committee meeting and can be seen in the reception areas of either Brunel House or the Council House. They are also available on line at the council's website (www.bristol-city.gov.uk/planning) 48 hours before the meeting or copies can be obtained from the Modern Records Office on 0117 922 2376. Details of your right to speak to the committee meeting can be obtained from the Councillor Support Team on 0117 922 2390/2237.

All other applications, which will be the majority, are determined by senior officers of the department, using authority delegated to them by the council. In general this

will be the case for the more minor and/or non-contentious applications that accord with the local plan.

Lack of staff resources and cost make it impossible to keep everyone informed of the progress of applications and therefore the onus is on you to establish the expected method for making a decision and the decision date with the Case Officer. We will always write to you advising of the decision.

The applicant has a right of appeal against a refusal or against conditions imposed on an approval, or against the failure of the council to determine an application within 8 weeks. These appeals are submitted to and dealt with by the Planning Inspectorate. If an appeal is lodged all those originally informed of the application and anyone who has commented will normally be notified and given the opportunity to make further comments.

What can you do if you are dissatisfied with the council's decision?

If the council approve an application, third parties, such as neighbours, do not have a right of appeal. However, if you think the council reached a decision in an improper way, you can complain to the Monitoring Officer of Bristol City Council, your local ward councillor and ultimately the local Government Ombudsman for England and Wales. The Ombudsman will not support a complaint made solely on the basis that you think the council's decision was wrong, only that the procedures or practices were flawed.

Planning Office, Bristol City Council
Brunel House, St George's Road, Bristol BS1 5UY
Enquiries Line - 0117 922 3097
customer_services_etl@bristol-city.gov.uk
www.bristol-city.gov.uk/planning

Office Opening Hours:

Monday	8.30am – 5.00pm
Tuesday	9.30am – 5.00pm
Wednesday	8.30am – 5.00pm
Thursday	8.30am – 5.00pm
Friday	8.30am – 4.30pm

Brunel House is situated behind the Council House and 'Pay and Display' car parking and cycle parking stands are available in front of Brunel House.

Translation/Special Requirements

If English is not your first language and you need a translation, we can get one for you.