

# YOUR PLANNING SERVICE

Neighbourhood  
Notifications  
& Consultations



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

## Why are planning applications publicised?

The opinions of local people, organisations and businesses are of great importance to the Local Planning Authority when it determines planning applications and are always considered carefully.

When a planning application is received by the Planning Authority, there is a statutory requirement for it to be publicised in the manner prescribed within the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Legislation requires that a minimum of 21 days must elapse between the notification that has been carried out and any determination of the application. Comments received after the 21 day period will be taken into account provided that a decision has not been issued.

## How are planning applications publicised?

All planning applications and associated documents are also available for viewing on our [Public Access System](#).

Most types of planning application are also publicised by the Council in one or more of the following ways:

- Letters are sent to all properties which **directly** adjoin the proposed development.
- A site notice is displayed close to the application site.
- A full copy of the planning application and associated documents are submitted to the relevant Parish Council.

- For Major developments, potential departures and those affecting Listed Buildings, notices are also published in the Cambridge Evening News.

No notification letters will be sent out for applications for the majority of Prior Notifications (including agricultural buildings, telecommunications, or demolition) or for Certificates of Lawfulness.

## **Who else is consulted?**

The Local Planning Authority will automatically consult the local elected members and Parish or Town Council on any application that falls within their areas.

They will request advice on applications from statutory and any relevant consultees, such as the Environment Agency or the Local Highway Authority.

## **What matters are considered?**

When determining an application for planning permission, the Local Planning Authority must consider two main aspects:

- Whether the proposal meets national, regional and local planning policies.
- Other material planning considerations, such as the local effect of the proposal.

The Local Planning Authority also has to take into account current advice from the Government, previous planning decisions and advice from consultees.

The planning system does not exist to protect the private interests of a person against the activities of another, although private interests may coincide with the public interest in some cases.

## **What are material planning considerations?**

When a decision is made on a planning application, only certain issues can be considered. These are often referred to as 'material planning considerations'.

When commenting on planning applications, please ensure that what you say is relevant to planning, as the Local Planning Authority can only take into account material planning considerations, which may include one or more of the following:

- National and local planning policy;
- Government planning guidance;
- Planning law and previous decisions;
- Highways safety and traffic;
- Noise, disturbances and smells;
- Residential amenity
- Design, appearance and layout;
- Impact on trees, listed buildings and conservation areas.

## **Examples of what are not material considerations.**

Representations are often made which are not relevant to planning. In most cases, the following issues will not be relevant to the consideration of a planning application:

- Personal circumstances of an applicant;
- The fact that a development has already begun or been completed;
- Trade objections from potential competitors;
- Matters covered by other laws and legislation;

- The loss of views from private property;
- Monetary impacts of adjoining development;
- Boundaries or land disputes, including rights of light; access for maintenance;
- Developer morals or motives;
- Existing problems, e.g. school parking or flooding, the developer can only be expected to solve issues insofar as is pertinent to their own site.

## **How do I comment on a planning application?**

If you wish to comment on a planning application, you must do so in writing by letter or e-mail.

Comments should be received by the date given on any letter, notice, advertisement or list, in which the application is publicised. After this time the application may already have been decided. Of course, if the planning application hasn't yet been decided, late representations will still be considered.

The process has to be transparent and all representations received will be made available for public inspection. Any comments made "in confidence" or anonymously cannot be considered.

**N.B. All representations received will be published on the Council's website (Contact details and signatures will be removed).**

The Local Planning Authority cannot enter into correspondence about the merits of an application, but will ensure that all those who commented in writing are informed of the decision and the reasons for it.

If you require this document in different formats (e.g. Braille, large print, audiotape/CD or other languages please contact the council's main reception or email [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)

**East Cambridgeshire District Council  
Development Services  
The Grange, Nutholt Lane, Ely,  
Cambridgeshire,  
CB7 4EE**