

## Why would I want to meet with an officer?

When applying for pre-application advice you may find it beneficial to speak to someone in person about your proposals.

It should be noted that whilst we will try to advise all of the possible issues and considerations that may arise, the only way to truly test the merit of any scheme is to go through the formal planning process.

Meetings with the case officer during the course of an application should not be a confrontational experience; such meetings are meant to facilitate discussions with a view to overcoming any concerns and making improvements to the proposal.

## How do I arrange a site visit or meeting?

Generally the case officer dealing with your pre-application enquiry or your planning application will contact you or your agent directly to arrange a meeting or site visit if required.

If during the course of pre-application discussions you decide you would find a meeting beneficial, you can speak to the case officer and request to pay the additional fee.

If during the course of your planning application that you would find it beneficial to meet with the case officer to discuss any concerns or changes then you can contact them directly or through your agent.

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  
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# YOUR PLANNING SERVICE

## Site Visits & Meetings- What to expect



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

## When will you carry out a site visit?

Officers will generally carry out a site visit to each pre-application enquiry and planning application we received. We believe this is an invaluable part of any decision we make, and allows us to understand and identify a number of different considerations for each application.

## Do I need to attend a site visit?

You do not need to attend a site visit if the Officer is able to access the area of the site which is being considered as part of an application. However, if the area of application is not accessible (i.e. behind a locked garden gate) the Officer may arrange to meet you or your agent on site to gain access and conduct a thorough site visit.

## What are you looking for during site visits?

Officers consider a number of different issues during their site visits. They check the site boundaries are correct on the location plan submitted and that it is displayed clearly on the site notice. They will also fill out a checklist taking note of a number of considerations including;

- residential amenity;
- visual amenity;
- highway issues;
- layout/density;
- trees/hedges;
- noise/light;
- listed buildings and conservation areas;
- biodiversity; and
- drainage and flood risk.

They also note any other comments and examine whether any additional neighbours or consultees may need to be informed that haven't been so already.

## What happens after a site visit?

After a site visit the Officer will further consider the application, while they allow for the period of time for consultations and publications to expire. More information on consultations is available in our Neighbour notifications & consultations leaflet

During this time an Officer may identify concerns that were not picked up initially in the application and they may choose to consult additional specialist areas. In doing this it will help the Officer make a clearer and better informed decision on an application. During the period of consultation no decision can be made on the application.

## What is a site notice?

A site notice is posted at application sites where we are required to do so. An advert may also be placed in the local newspaper when an application affects a conservation area or listed buildings or it is for major development or also if an application is a 'departure' from Local Plan policies.

A site notice, where possible, will be placed by the site, in a position clearly visible to the public. It will detail the proposed application, the address of the site in question as well as a location map, the case officer's details and the application reference. You can use this reference number to view the application on line through our [Public Access System](#)

In addition, the site notice also provides you with details as to how you can make representations about an application within 21 days of the date on the notice.

## Can I meet with a planning officer?

The Council operates a Duty planning service 5 days a week during opening hours. During this time you can pop into the Council offices to meet with the duty officer, telephone them on 01353 616316 or email [plservices@eastcambs.gov.uk](mailto:plservices@eastcambs.gov.uk). Please be aware the duty officer cannot discuss potential development enquiries, if you have a site you are interested in developing you should use our [pre-application service](#).

During the course of determining a pre-application enquiry or a planning application, the case officer may contact you or your agent to request a meeting at the Council offices. A meeting may be used for a number of reasons such as:

- If you have applied for pre-application advice, you can request a meeting with the case officer to discuss your proposals in person;
- If during the course of a planning application issues come to light that can be resolved, the case officer may ask to meet with you and/or your agent to order to try to come to a resolution.

If neighbours, or anyone that has an interest in an application wishes to view it they can arrange to do so by emailing [plservices@eastcambs.gov.uk](mailto:plservices@eastcambs.gov.uk) or calling 01353 665555.

If you have particular questions relating to an application that has been submitted to the Local Planning Authority, you may be able to discuss it with the case officer directly.

All meetings will normally take place at the Council offices in Ely. However, in some instances an officer may wish to meet on site to discuss specific elements of the proposal (this normally applies only to submitted planning applications).