

There is a right for three speakers to put their cases directly to planning committees, one for the applicant, one for the objectors and one for the local parish or town council. You will need to let us know by 4pm at the latest on the day before the meeting if you wish to speak. A leaflet - Your Voice Your Choice - gives more information on speaking at meetings.

However the application is decided, we will notify everyone who wrote to us of the decision.

### **What about appeals?**

If a planning application is granted approval, there is no right of appeal by objectors. However, if an application is refused, or if conditions are placed upon permission or the application is not considered within a certain timescale, the applicant can appeal. The decision is then taken out of the hands of the Council and given to a Government appointed Planning Inspector

If we wrote to you or you made comments or an objection to an original planning application that then goes to appeal, we will write again to ask if you wish to make further comments to the Planning Inspector. However, there is an exception - due to changes in the Planning Act, we will write and inform you of a 'householder appeal' (extensions or outbuildings to dwellings), but you cannot make further comments. In all cases though, we will still send your original letter.

### **Who can I talk to?**

You can see us by visiting the Planning Reception on the second floor of the Civic Offices in Epping. You can look at a planning application at any time during office hours. Without an appointment, case

officers to help and advise you are usually only available from 9am to 10.30am and a duty planning officers is available up to 12 noon.

Try to make your written comments clear and concise. Anonymous objections carry very little weight so please give your name and address.

You can also contact your local district councillor(s). Their contact details are available on the Council's website ([www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)); by phoning 01992 464288 or from our Information Centres.

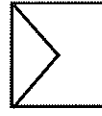
You may wish to copy any correspondence to your local Town or Parish Council. They do not decide the planning application but are a consultee. Your local council details are also available through our website or Information Centres.

### **How to contact us?**

You can either phone, write or email us, marking any letters for the attention of the relevant case officer and quoting the application number (often prefixed EPF).



01992 564000



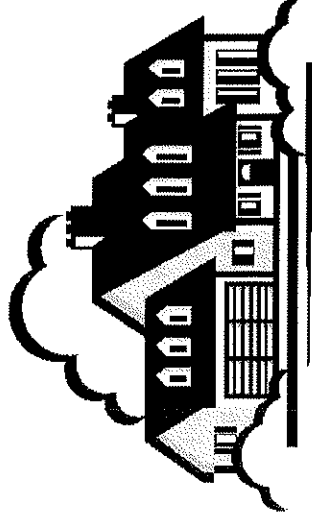
Epping Forest District Council  
Directorate of Planning and Economic  
Development Control  
Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ



[www.eppingforestdc.gov.uk/planning](http://www.eppingforestdc.gov.uk/planning)  
Email: [contactdc@eppingforestdc.gov.uk](mailto:contactdc@eppingforestdc.gov.uk)

# **Directorate of Planning and Economic Development**

## **Development Control**



# **Making Your Views Known - a guide to commenting on planning applications**



## Introduction

Our surroundings are in a process of constant change. Old buildings are demolished and replaced. Changes are made even to buildings familiar to generations of local people.

Sometimes the changes are cosmetic such as a new advertising sign for a shop. Sometimes they are more substantial such as an extension or constructing an entirely new building.

Changes to buildings are governed by planning law. In most cases the developer needs to apply to the Council for planning permission before the changes can be made and in all cases the Council has to consider the application seriously.

We all have our own views on what makes a good or bad planning application. You don't need to own a property to make a planning application and you don't need to be a neighbour to object. No matter how trivial, major or outrageous you may think an application is, you have the right to object.

This leaflet explains how.

## How can I find out about an application?

We automatically write to next-door neighbours when we receive a planning application. We include a brief description of the application and which officer is dealing with it. The letter includes an invitation to view the detailed application at our offices or online, and a date by which we should receive written comments. We also give each local town and parish council a weekly list of new applications. Planning applications are public documents and anyone can ask to see one.

Sometimes we place a yellow notice on or near the site to publicise the application. If we believe it needs more publicity we will also put an advertisement in the Public Notices section of the local newspaper. Many of the local newspapers also choose to include stories about large or controversial planning applications in their editorial sections.

All planning applications can be viewed at the Civic Offices in Epping. After a week or so, applications for Loughton, Chigwell and Buckhurst Hill can also be viewed at Loughton Information Centre in the Library at Traps Hill. Some local Town and Parish Councils also hold plans.

Applications can also be viewed on our website [www.eppingforestdc.gov.uk/iplan](http://www.eppingforestdc.gov.uk/iplan)

## How do I comment?

Your objections or support for a planning application should be made to the Council in writing. We will accept your comments as late as possible but you are advised to try to reach us within the deadline set in our letters and notices to guarantee consideration of your views.

When we receive your letter, we will write back to acknowledge receipt and let you know the next stage. Your comments or objections are not confidential. They form part of the public record when we consider the application and can be seen by the applicant.

You may also be able to speak directly to councillors at a plans meeting - see **'Who makes the decision'** below for details.

Comments can be submitted electronically by going to our website [www.eppingforestdc.gov.uk/iplan](http://www.eppingforestdc.gov.uk/iplan)

## What are proper grounds for objection?

By law, we can only take your objections into account if they address relevant planning considerations. Relevant considerations include:

- Is the new building or proposed use appropriate to the area?
- Is the appearance of the new building satisfactory?
- Will the development cause pollution, noise, flooding or other environmental problems?
- Will there be loss of light to important rooms?
- Will the development overlook and create loss of privacy?
- Will the building appear bulky, overbearing or out of scale with neighbouring properties?
- Is road safety or public footpaths adversely affected?

In other words, will the development make the area a less pleasant place in which to live or work. Loss of value to your property, motives or circumstances of the applicant, or any impact upon private rights and covenants are not relevant planning considerations. Generally, we are not able to enter into correspondence about the issues you raise.

## Who makes the decision?

About three-quarters of planning applications are decided by our planning officers. Only the most significant or controversial proposals are submitted to councillors on our planning committees plus those councillors call to committee as special cases. If your comments are on an application due to go to a planning committee we will do our best to let you know the date and venue of the meeting.

# How to view Planning Application material online

August 2008

Version 1.0

A quick guide on how to access Plans and other material related to an application that we are consulting you on.

## Background

- There is a large amount of information about planning applications online, this now includes plans and other documents submitted with the application.
- You can view this material from your own PC at home, and we also have PCs available for you to use at the Civic Offices in Epping. You should also be able to use PCs in places such as libraries to access this information.
- This means that information is now available to you outside of our normal office hours, and also means that you do not have to travel to the Civic Offices to view details of a case.

## Online Basics

- The main planning website is available at [www.eppingforestdc.gov.uk/planning](http://www.eppingforestdc.gov.uk/planning), this holds information about local policy, guidance notes, lists of applications and decisions, downloadable forms, etc.
- The interactive part of the website is titled **iPlan** and allows you to search our records, (where they are available electronically) and view many documents online, this can be accessed at [www.eppingforestdc.gov.uk/iplan](http://www.eppingforestdc.gov.uk/iplan), to view details about the case this is the page you need to start from.

## Navigating around iPlan

- When **iPlan** opens the main screen gives you a list of quick links in the middle of the screen
- Click on **Search Planning records**


## Searching Planning Records

- You use this screen to search for planning applications by using a combination of search criteria. You can enter as much or as little information as you like, and use as many or as few search criteria as you wish.

- On the letter you have been sent there is an application number (for example EPF/1380/08), you will find this at the top left corner of the letter, you can ignore any letters before the EPF part.

- You should enter this number in the box labelled **Application Number**, making sure you type the number as shown on the letter.


Application Number EPF/1380/08

- Once you have entered the number, scroll down to the bottom of the screen, and click on the  button in the bottom right hand corner.

- A new screen will open which displays summary details of the case

Application Number	Site Address	Development Description	Status	Date Registered
EPF/1380/08	Exmoor Thomas Falls School 24/25-26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000	Demolition of existing vacant single storey school building and erection of proposed nursing home	REGISTERED	05-07-2008

- If this is the correct case click on the **Application Number** (highlighted in green) to view full details of the case, these will open in a new window.

- If this is not correct click on the button labelled  to look again.

## Viewing Case Details

- The boxes at the top of the screen will give you key details and dates for the case. Of most interest will be the date when the application was registered with us, and what the deadline is for any comments to be received.

Application Registered	05-07-2008
Comments Until	05-08-2008
Date of Committee	
Decision	
Appeal Lodged	
Appeal Decision	



Date:

Our ref: ENF/

Your ref:



**Directorate of Planning &  
Economic Development**

Civic Offices  
High Street  
Epping  
Essex CM16 4BZ

Telephone: 01992 564498

Facsimile: 01992 564229

DX: 40409 Epping

**Town & Country Planning Act 1990 (as amended) :**

Thank you for drawing to my attention the suspected breach of planning control at the above address. I am the officer responsible for the investigation of the case and my contact details are shown above. If you have any questions about the progress of this matter please contact me by email or on the phone. If the circumstances of the allegation change, or you have any further useful information about this matter, please email or write to me quoting the above reference number.

The Council takes the enforcement of breaches of Planning Control seriously and there is a full guide to the service we provide on the Council's website at [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk) under the Planning Page – Development Control – Planning Enforcement – Downloadable Guide

We will investigate to find out:

- (a) Whether formal permission is actually required, as many types of development are exempted from planning controls.
- (b) If not, whether there is a valid planning permission authorising the matter complained of
- (c) If not, whether the owner/occupier has made or is willing to make a planning application to regularise the situation
- (d) If not, whether the Council can and should properly take any of the steps available to it against unauthorised development having regard to the Council's current planning policies and any relevant planning law, and having regard to any harm that is being caused.

Such steps can be very effective although they may, on occasions, take over a year to come to a conclusion. The more factual information you can give me about the matters complained of, the more effectively I will be able to investigate.

For the above reasons it may take some time before any conclusions can be made. However, I will write back on the completion of my investigation to let you know whether or not enforcement action will be taken.

Please be assured that all reports of possible breaches in planning control are thoroughly investigated and whenever we find good reason to enforce compliance with planning controls, we take appropriate action.

Yours sincerely

Planning Enforcement Officer

