

Glasgow City Council

PLANNING FACTSHEET

HAVE YOUR SAY

ADVICE ON HOW TO MAKE COMMENTS ON A PLANNING APPLICATION

INTRODUCTION

The environment in which we all live, work and enjoy our leisure time is shaped through the planning process. The Council wants to encourage the community to participate in forming the environment for these activities. The involvement of the general public is highly valued as this enables the Council to obtain a wide range of opinions from people who will be affected by development proposals. This will help it reach a balanced view on these matters. This not only applies to the formulation of planning policy which, through the **CITY PLAN**, will shape the environment over a longer period, but also to **PLANNING APPLICATIONS** for developments which might have a more immediate impact.

Anyone (individuals, groups or organisations) can make comments or objections on any planning application: you might want to support an application or you might want to object to it. These comments for or against a proposal are referred to in this **PLANNING FACTSHEET** as "representations". The purpose of the Planning Factsheet is to give advice on

- the procedure you should follow;
- the deadline the Council sets for making representations;
- what "material considerations" will influence the Council's consideration of the application;
- how your representations are handled by the Council;
- how to get help in making representations.

THE PROCEDURE YOU SHOULD FOLLOW

The Council will not consider verbal comments on applications, so if you want to make representations on an application, **you must do it in writing**. The usual ways of making representations are by letter, petition or email.

LETTERS

Representations must be signed, dated and have an address for an acknowledgement to be sent to. They should clearly state the grounds on which the representation is made. Pre-printed or standard copied letters of representation will be accepted for consideration, if they are individually addressed, signed and dated. These details are required so that the Council can send you, or the persons making representations, individual letters of acknowledgement that it has received the representation.

You should note that any comments you make will **not** be kept confidential: anyone will be able to see your letter of representation. Anonymous letters of representation will not be considered.

PETITIONS

Petitions for or against a proposal may be submitted. These will be accepted and considered if

- Each page of the petition is headed with the objective of the petition;
- Signatories provide their name and addresses in a legible fashion; and
- The name and address of the petition organiser is included, so that the Council can send a letter of acknowledgement that it has received the petition.

EMAIL

The Council will accept email representations on proposals. As with other objections, the grounds of representation must be included. You also have to give your name and address. This is required so that Committee can see any physical relationship between your property and the application site. You should use the email address noted below. Email representation will be acknowledged via email only. As with other representations, these will **not** be kept confidential and will be available on the Council's website.

Contact details

All representations, either for or against an application, should be sent to

**Development and Regeneration Services
Development Management
Glasgow City Council
229 George Street
Glasgow
G1 1QU**

Or to the Development Management email address shown below

planning.representations@drs.glasgow.gov.uk

NOTES

1. Letters, petitions or emails containing any material deemed to be racist or offensive will be disregarded and the material may be passed to the police to determine whether any further action should be taken.
2. Only use one method of making a single representation, i.e. don't email it to the Council then send it in by letter, or vice versa.

THE DEADLINE THE COUNCIL SETS FOR MAKING REPRESENTATIONS

Glasgow City Council prides itself on being an open and accountable authority. It wants to be fair to both the person making the application and the people who might want to make representations about it. In Planning legislation, there are certain timescales within which applications cannot be determined - usually 21 days. As the Council is under considerable pressure to deal with applications within the statutory period - two months, or four months in the case of certain applications such as National or Major applications - it is very important that, if you want to have your say about a proposal, you should make any representations as soon as possible, otherwise you might be too late. The Council has decided that 28 days from the date of neighbour notification or until any other statutory period (e.g. as stipulated in a notification in a local paper) has elapsed, whichever is the longer, is a reasonable period for any representations to be

submitted. Any representations received after 28 days, or after the end of any other statutory period, will not be considered.

WHAT "MATERIAL CONSIDERATIONS" WILL INFLUENCE THE COUNCIL'S CONSIDERATION OF THE APPLICATION?

Material considerations are the matters the Council can take into account in deciding on an application. If you want to object, your objection is not considered material if it isn't made for proper planning reasons. The Council has agreed that non-material objections to applications are not required to be considered in the decision-making. Here are some examples of material and non-material planning objections.

MATERIAL PLANNING GROUNDS

- Contrary to the Development Plan
- Appearance (design, materials, scale, massing, etc)
- Traffic, parking and access problems
- Residential amenity (noise, overshadowing, overlooking, developing too much garden space)
- Effect on Listed Buildings and Conservation Areas

NON-MATERIAL PLANNING GROUNDS

- Loss of a private view over someone else's property
- Loss of the value of your property
- Breaches of feu restrictions or other such burdens on the title of the property
- Fire hazard
- Competition amongst shopkeepers
- Matters covered by other legislation e.g. Building Control (structural stability etc) where there's no overlap in legislation
- Where no specific grounds of objection have been submitted

Non-material objections won't influence the Council's decision on the application, so it's important that you bring forward representations that are based on material planning considerations only.

HOW YOUR REPRESENTATIONS ARE HANDLED BY THE COUNCIL

If you make representations to the Council in accordance with the above guidance, they will be acknowledged, and the Council will always take your comments into account when deciding an application if they are material considerations and received timeously. Anonymous representations will not be taken into account nor will non-material objections, as stated above.

Your representations will be copied to the local Councillors whose ward includes the application site. If the application requires to be reported to Committee for a decision - many applications are decided by officers under a scheme of delegation - your representations will be summarised by the case officer dealing with the application in the committee report and the original text of your representation will be available at Committee so that the members of the Committee can examine it, if they wish to. For applications dealt with under delegated powers, the case officer will take into account any material representations received timeously when considering it. Once the

application has been decided, you will be notified of the decision in writing and where full details of the decision can be seen.

The Council receives a great number of applications every year and planning officers will not enter into exchanges of correspondence with objectors about a proposal prior to its assessment nor necessarily the way a decision was reached after an application has been determined. The way an application is assessed is documented in the Report of Handling which will comprise any committee report prepared or the case officer's report, if the application was dealt with under a scheme of delegation. Committee reports are, of course, available for public inspection, either in hard copy from **Committee Services** (phone number **0141 287 4516**) or on the Council's web site - www.glasgow.gov.uk

The delegated report will be available for inspection at the DRS office and it is intended that both Committee and delegated reports will be made available online in the near future.

HOW TO GET HELP IN MAKING REPRESENTATIONS

There are various ways you can get help in understanding the planning process and making your views known about an application. For general advice on the planning process, you should contact the Council, either by calling into the Council offices at 229 George Street or by phoning - 0141-287 8555.

If you want further details on a particular application - and you should **always** look at the proposal in the application before making any representations - the application may be inspected at 229 George Street during normal working hours - 9.00 until 17.00 Monday to Thursday (9.00 until 16.00 on Friday). Plans will not be sent out to you unless you are a statutory consultee, such as a community council. Please note that planners will be happy to clarify details of a proposal with you, but will not provide you with grounds of objection.

If you need help in making your representations, you might wish to consider contacting any local community groups such as community councils, tenants and residents associations and amenity societies.

For free advice on planning matters, you might also wish to consider contacting Planning Aid for Scotland (0845 603 7602). This organisation is staffed by planners, but is independent of the Council.

Planning consultants will also offer you assistance on planning matters, but you will probably have to pay for this. A leaflet on planning consultants is available from Reception at 229 George Street.

DJV/August 2009