

NEIGHBOUR NOTIFICATION POLICY ON PLANNING APPLICATIONS



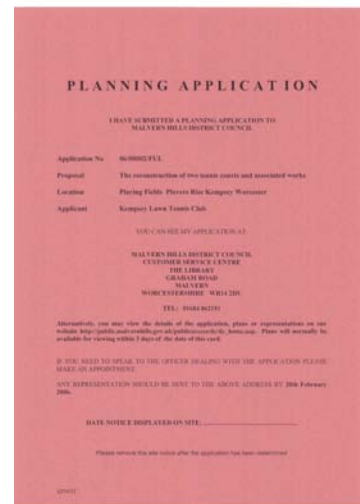
How the Council consults with the community

The District Council is committed to consulting with the community on development proposals. This is to make sure that everyone's views are taken into account when determining planning applications. The local Parish or Town Council is always consulted on planning applications in their area, together with a wide range of statutory consultees and other bodies. Detailed guidance on consultation is set out in the Council's **Statement of Community Involvement** and is available on the website – www.malvern hills.gov.uk.

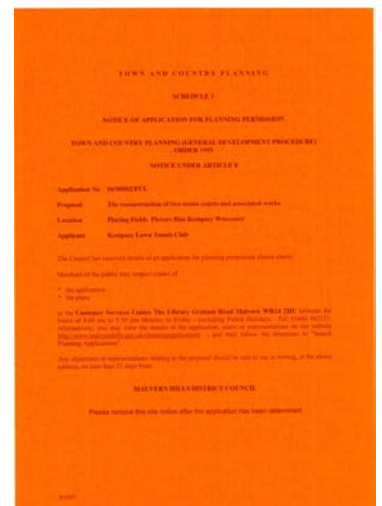
The District Council will also directly seek the views of local residents and businesses on planning applications through the following arrangements:

Site Notices

A coloured pink site notice will be sent to the agent (or applicant) for all applications and they are asked to display it on the site frontage. However, this is not a formal requirement and the Council cannot insist that this pink notice is displayed on the site.



In the case of certain types of development, such as that affecting a Conservation Area, a Public Right of Way or Listed Building, we will display a white coloured site notice. In the case of significant development or where the development proposed would be a departure from the policies contained in the Development Plan, an orange coloured site notice will be displayed. In addition, the application will be publicised in the local newspaper.



Individual letters

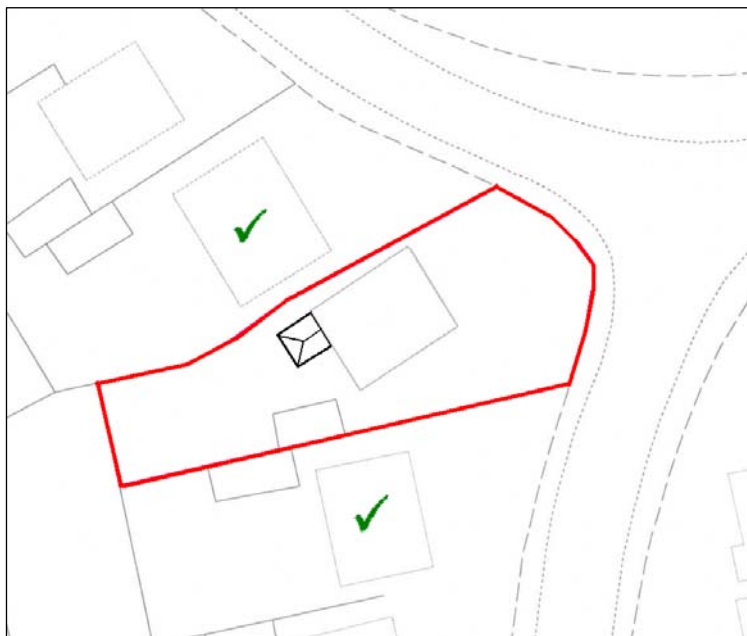
We will send letters to the owners/occupiers of residential or commercial properties adjoining an application site. The letters will inform the neighbours what is proposed in the application, when and where you may view the submitted plans, and the closing date by which we must receive any comments. Plans are also now displayed on the Council's website www.malvern hills.gov.uk a few days after the application has been validated.

As a general rule we will notify the occupiers of built properties next door to a site however, the number of properties notified will depend upon the type of development proposed and the location of the application site as explained below. Also, although we use our digital maps to determine the addresses of the neighbours, the planning case officer will check as part of their site visit that appropriate consultation has been carried out and if not arrange for additional letters to be sent. However, the officer may not be able to distinguish where properties have been subdivided into a number of units.

In built up areas

In the case of **rear** extensions, letters will be sent to:

- Immediate neighbouring properties either side of the application site.
- Built properties that share a common boundary and if within 60 metres of the extension.



In the case of **front** and **side** extensions, **new accesses** and **infill** development, letters will be sent to:



- Immediate neighbouring properties either side of the application site
- Built properties that share a common boundary and if within 60 metres of the development
- Built properties on the opposite side of the road that face the site

In the case of **significant development** (see definition in paragraph 7.11 of the 'Statement of Community Involvement' document), which includes such development as 10 houses or more, letters will be sent to:

- Immediate neighbouring properties, neighbours who share a common boundary within 60 metres of the application site boundary, those who face the site on the opposite side of the road, together with built properties within 60m of the development site boundary.
- An orange coloured site notice will be displayed in at least one public place on or near the application site
- A notice will be published in a local newspaper



Outside built up areas

(i.e. rural areas /open countryside outside settlement boundaries that are defined in the Malvern Hills District Local Plan)

In rural areas, although a proposed development may be seen over a wide area, we will only consult neighbours in the immediate vicinity of a site, and display a site notice for *significant development*, to alert the general public.

- Letters will be sent to all occupiers whose residential or commercial built property is within 60 metres of the application site. Further, formal site notices will be displayed for 'significant development'.
- Where development is proposed in a sensitive area such as a conservation area or area of outstanding natural beauty (AONB) the planning case officer will consider the need for additional site notices to ensure that the proposals are adequately publicised.



How to send us your comments

- A period of 21 days from the date of notification will normally be allowed for comments to be made on applications. All comments received will be made available for public inspection. The Development Control team is unable to reply individually to representations received, however, your comments will be taken into account by the Council when the application is considered. If the application is considered by a Committee, a summary of the representations will be reported to the elected members.
- All comments should be made in writing or by email and addressed to the Development Control Manager. Please include your name and your postal address in all representations but please also note that letters will be scanned and displayed on the website, so you may wish to exclude personal details like a home telephone number and a signature.
- When significant revised proposals are received, we will re-notify residents and a further period will be given for comments to be made.
- Please restrict your comments to material planning considerations such as the impact on the character of the area, residential amenity or design. Issues such as loss of view, property devaluation or legal covenants are not material planning considerations and cannot be taken into account.

What happens next?

As we receive hundreds of responses to applications each year it is not possible to acknowledge receipt or respond to your comments directly. We will consider your comments and take these, along with other representations and planning policy, into account when making a decision on the application. Most straight forward applications are determined by senior officers under delegated powers in accordance with our "Scheme of Delegation". However, if the application is reported to Committee you will be notified of the date and time of the meeting and the arrangements for 'public speaking'.

You may monitor the progress of the application on our website and we will send you a summary of the decision once a decision has been reached.

How to contact us

For further information about the Planning Department, including viewing applications and making appointments to see a Customer Service Advisor or Duty Planning Officer please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Thursday 10:00am to 1:00pm) or visit the District Council's website www.malvern hills.gov.uk