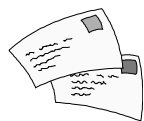


Elmbridge Borough Council places a high priority on involving its residents in the town planning process - whether by consulting them on draft planning policies and guidance, on new and extended Conservation Areas, or on individual planning applications. Indeed for many years the Council has been at the forefront of best practice including supporting the establishment of Advisory Committees for its Conservation Areas in 1975 and adopting neighbour notification guidelines in 1987.

This leaflet sets out the Council's guidelines on various forms of publicity given to planning applications submitted to it for determination. The guidelines fully comply with and go beyond the statutory requirements set out in the Town & Country Planning (General Development Procedure) Order 1995, reflect the particular circumstances that prevail in the Borough, and were adopted in November 2005 in the Council's formal Statement of Community Involvement as part of the Local Development Framework.

The publicity methods used depend principally on the type of development that is being proposed in the planning application.



Neighbour Notification

The Town Planning Division will notify by post all occupiers of any land adjoining the land to which the application relates. This will normally be land having a common boundary with the application site, but may also include land up to 4 metres away. In addition, in the case of extensions to dwellings which are judged prominent from the front, notification letters will also be sent to properties on the other side of the street, unless a site notice has been displayed.

The notification letter gives details of the proposed development, the case officer within the Town Planning Division who has been allocated to process the planning application, and the address to which representations should be sent or email to: tplan@elmbridge.gov.uk. A 21-day response period is given.

An initial but comprehensive assessment of the extent of such notification is established at the time that the planning application is formally registered in the Town Planning Division.

However, if when subsequently carrying out a site visit or assessing the proposals the case officer determines that additional notification should be carried out because of particular site characteristics, this will be undertaken and a further 21-day response period given.

Appropriate neighbour notification will be undertaken for all planning applications, reserved matter applications for the approval of siting and/or means of access, and advertisement applications in primarily residential areas, except where the occupier of the adjoining land is not known.

Site Notice



The Town Planning Division's site notices are a distinctive 'Yellow' colour and are printed on an environmentally friendly aqueous coating to ensure that they remain legible during the display period. They are prepared during the registration process and displayed by an officer at the site, in such a way as to be easily visible and legible to members of the public without their having to enter private property. Site notices are displayed in the following circumstances, for the following types of planning applications:

- ◆ where owner or occupier of adjoining land not known
- ◆ non-residential development, including changes of use
- ◆ for the erection of new dwellings
- ◆ the conversion of a dwelling or other premises to provide more than 3 separate dwellings
- ◆ advertisement applications
- ◆ applications to fell trees

Major Developments

In the case of major developments likely to have a relatively widespread impact, or where the site has several principal frontages, multiple notices may be displayed and more extensive neighbour notification undertaken.

Statutory Notice within a Local Newspaper

These formal notices are placed by the Council in the appropriate section of one of the local newspapers. They are inserted for planning applications involving the following types of development :

- (a) dwellinghouses where :
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c); or
- (b) a building(s) where the floor space to be created by the development is 1,000 sq metres or more; or
- (c) development on a site of 1 hectare or more.

Statutory Notice within a Local Newspaper and a Site Notice



Additional requirements for statutory publicity for planning applications affecting Listed Buildings and/or Conservation Areas, together with applications for Listed Building or Conservation Area Consent, are set out in the Planning (Listed Building and Conservation Area) Regulations 1990. Both newspaper notices and site notices are applicable to the following types of applications :

- ◆ Applications for Listed Building Consent or Conservation Area Consent
- ◆ Planning applications and reserved matters applications for siting and/or means of access within Conservation Areas, including sites next to Listed Buildings or Conservation Areas, for the following :
 - (i) redevelopment
 - (ii) new houses/buildings
 - (iii) two-storey extensions
 - (iv) other prominent extensions or alterations
 - (v) garages on front elevation
 - (vi) shop fronts
 - (vii) changes of use generating more parking

The following types of planning application also require both a newspaper notice and a site notice :

- ◆ developments that are the subject of an Environmental Assessment accompanied by an environmental statement
- ◆ developments that do not accord with the development plan
- ◆ developments that would affect a right of way to which the Countryside & Rights of Way Act 2000 applies.

Weekly Lists

A list of all planning applications received and formally registered by the Town Planning Division is prepared each week and is available for inspection at the Civic Centre. It gives full details of the location, type of development, the applicant and agent (if any), together with other relevant information. This information is also available on the website.

Copies of the weekly list are also distributed as follows :

- ◆ to all Elmbridge Councillors
- ◆ to all those who have indicated a wish to receive the list and have provided a supply of stamped addressed envelopes
- ◆ to local newspapers for them, at their discretion, to print wholly or in part. Since these lists are not inserted by the Council, it cannot be responsible for any errors or omissions that may occur.

Libraries



With the co-operation of Surrey County Council, major and potentially contentious planning applications are forwarded to one of the local libraries for display. This is intended to assist residents who may wish to inspect the plans but may not be able to travel to the Civic Centre or visit it during office hours.

Revised Plans

When revised or amended plans are received, additional publicity may be carried out at the Council's discretion depending on the nature of the change(s) to the original plans and the particular site characteristics.

Adoption

Other than where required by planning legislation, the arrangements set out in this leaflet summarise those adopted by the Town Planning Committee in August 1987 and March 1995.

Further Guidance

To find out more about our Services, visit our website www.elmbridge.gov.uk and search on 'Planning Services'. You will be able to search for a planning application (information available from 1988), make comments on line, and find out about the Local Development Framework etc. You can also email us your comments quoting the planning reference, requests etc to: tplan@elmbridge.gov.uk

If having read this leaflet you require any further guidance on publicity for planning applications, please contact the Town Planning Division.

* * *

This leaflet is one of a range of leaflets that give guidance on the Council's town planning policies and procedures, which are available from the Town Planning Division. Other leaflets include the following :

- Development Control Service Charter
- What will happen to my Planning Application ?
- How to comment on Planning Applications
- Guidelines on publicity for Planning Applications
- Extensions and Alterations to your Home
- Residential Design Guide (Home Extensions)

We would welcome your comments on this and any other of our leaflets, so as to help us to ensure that they meet the needs of the various users of our services.

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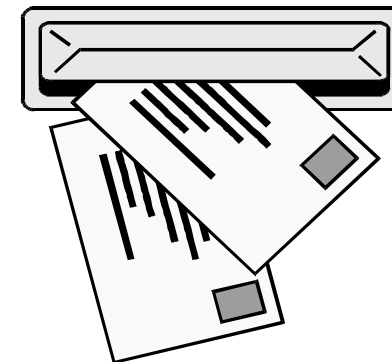
website: www.elmbridge.gov.uk



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DPS/PLANNING/PUBLICITY/08

Guidelines on Publicity for Planning Applications



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Elmbridge
Borough Council

... bridging the communities ...