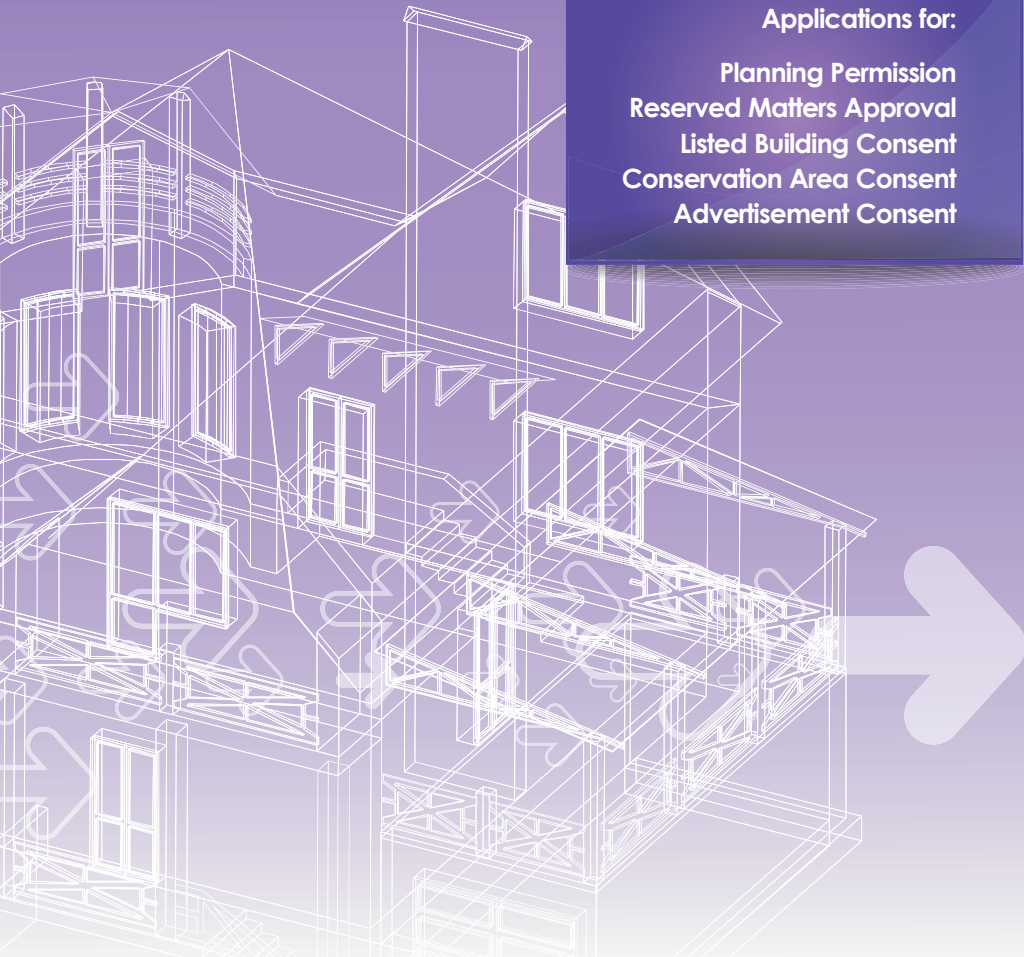


Consultation Charter

Applications for:

Planning Permission
Reserved Matters Approval
Listed Building Consent
Conservation Area Consent
Advertisement Consent



The Council is committed to providing quality services to explicit and reliable standards.

This Charter explains the publicity we carry out and information we supply to enable people to make comments on any of the types of application under the Town and Country Planning Acts listed on the front cover of this booklet. It explains how the Council will take into account people's views before making a decision on an application. It specifies the standard of service we aim to provide and what you can do if you are dissatisfied.

We aim to treat you courteously, openly and efficiently when answering your enquiries about an application.

What publicity will be given?

We will always write to you if you live or occupy business premises next to a proposed development. The letter will tell you where you can see a copy of the application and by what date you may send any written comments for the Council to consider.

When an application proposes development which could affect a wider area, we will widen the extent of notification .



Applications for major developments, applications for Listed Building Consent or affecting the setting of a Listed Building, applications for Conservation Area Consent or affecting the character or appearance of a Conservation Area, are always advertised in a local newspaper as well as by displaying a site notice. The Council currently uses the Chronicle for this purpose.



How can I find out more?

If you contact us we will explain the application to you. If you wish to meet a Planning Officer to discuss the application, an appointment at the Civic Centre in Cannock will be offered.

If a mobility problem means you are unable to visit the Civic Centre at Cannock a Planning Officer will call at your home to show you the application. If you ask us to do this.

Anyone can comment on an application that has not yet been determined. The Council can only take material considerations into account when making a decision.

Planning considerations

Planning considerations are those matters which are relevant to the purpose of the UK statutory land use planning system and the particular circumstances of the application.

They include:

- The design layout and landscaping of buildings.
- The relationship between new and existing buildings, particularly in relation to privacy, daylight and sunlight.
- The presence of trees and other landscape features.
- Access, traffic and transport issues.
- Noise and smell.
- Effect on wildlife and the countryside.
- Effect on historic buildings and Conservation Areas.
- Contribution to the local economy.
- Cumulative impact.

Planning policies which are used in the decision making process are contained in Development Plan Documents and Supplementary Plan Documents produced by the Council together with the National Planning Policy Framework (NPPF).



Not Planning Considerations

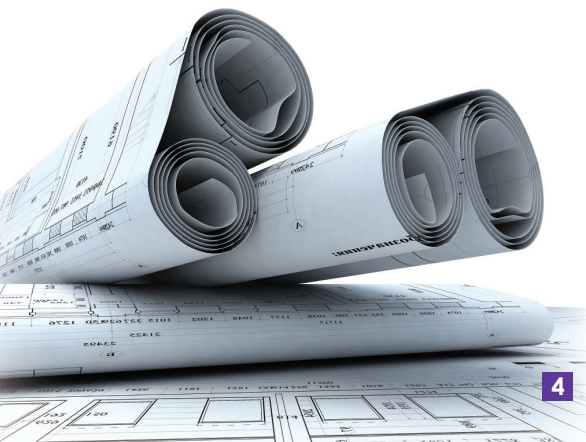
- Effect on property values.
- Existence of restrictive covenants on the use of land or buildings.
- Ownership and access rights.
- Property maintenance issues.
- Competition between individual businesses.
- Loss of a view, from an individual property.
- The fact that this application is for a different form of development than a recent approved scheme.
- Identity of or history of the applicant.
- Whether the applicant is motivated by the need for development to be profitable.
- The personal circumstances of the applicant (except in very special cases).

These lists are not exhaustive, but give a general picture of what things can be taken into account when making a decision on a planning application.

Decision making process

Most decisions are made by managers in the Planning Department. The remaining decisions are made by the Planning Control Committee in cases which fall within the following categories:-

- Applications which do not clearly comply with all relevant Planning Policy requirements but which Officers nevertheless consider should be approved.
- Major applications which although complying with all policy requirements generate a significant amount of public opposition.
- All applications made by serving Members of the Council and employees of the Council.
- All major applications made by or on behalf of the Council.
- Applications for telecommunications development which involve the erection or installation of new masts to which there has been recorded public opposition.
- Applications where a written request from an objector or applicant has been made to address a meeting of the Planning Control Committee in connection with it.
- Applications where one or more Members of the Council have requested that the application is reported for decision by the Committee rather than determined by Officers.



Reports written by Case Officers for consideration by managers or the Planning Control Committee make an assessment of all the relevant planning considerations, contain a summary of all comments received and make a recommendation to approve or refuse the application.

A recommendation of approval may include conditions or obligations to ensure that planning policies and standards are met. If an application is reported to the Committee, it decides whether to accept the Officer's recommendations or not and it may take a different view where the arguments for and against an application are not clear cut. It may defer consideration of the application until Members of the Committee have visited the site if this has not already happened.

Meetings of the Committee normally take place every four weeks on Wednesdays at 3pm. You can arrange to address the Committee in support of your objection provided that you state that you wish to do this in your letter of objection. If you make this request you will be notified of the date of the meeting. The applicant will be given a right to respond.

Full details of the local planning procedures are set out in 'A Local Protocol for Planning Decision Making' obtainable from Development Control or on the website.

The report and the file containing all written comments received on the application will be made available on the Council website. Copies of any documents on the file can be supplied for a small charge.

Will I be notified of the decision?

Yes, if you send a letter, email or comments form making comments on an application or are the first signatory or organiser of a petition, we will write to inform you of the decision within five working days of it being made. The letter will explain the reason why permission has been granted, the conditions (if any) which have been imposed on the grant of permission or the reasons why permission has been refused.



What happens next?

Applications which are approved

Provided that the applicant has control of the land and has obtained any other necessary consents in addition to planning permission, the development may commence.

Applications which are refused or approved subject to conditions

Because the Town and Country Planning System has taken away owners' rights to develop or use their land as they might wish unless they first obtain the necessary permission, a right of appeal is granted when permission is refused or approval is given subject to conditions which the applicant considers to be unreasonable.

There is no right of appeal for people notified of an application where it has been approved. No further contact is made at the appeal stage in relation to Householder Development but any comments you have made will be forwarded to the Planning Inspectorate responsible for deciding appeals. For all other appeals we will write to explain the procedure. In these cases the Planning Inspectorate will consider both your original comments & any further views you wish to express at the appeal stage.



How much time is allowed for a comment?

The deadline for replies is given on all letters and notices and is normally twenty-one days from the date of the letter or notice.

If the application is amended in a way which could affect the comments you may wish to make, we will write to you again and give you a further ten days for comment.

You may respond by e-mail to developmentcontrol@cannockchasedc.gov.uk or by filling in a comments form available at the Council offices when you come to look at the application.

All letters are acknowledged.

All written comments received before a decision is made are taken into account provided that they are planning considerations.

Monitoring development

When a development is under construction we may visit to ensure that it is being carried out in accordance with the requirements of the planning permission. We do not have sufficient resources to visit every site and so we choose ones where if something went wrong, it would cause a serious problem. If you contact us to point out that development is taking place which does not meet the requirements of the planning permission, or that development may be taking place without permission, we aim to make a site inspection and give you a written response as outlined within the Planning Enforcement Protocol.



The Council's policy on enforcement of the Planning Regulations is explained in a separate Charter leaflet.

We now publish all details of Planning Applications on the Council's website

This includes the application form, plans and supporting documents together with any correspondence with statutory and non-statutory bodies and members of the public commenting on applications. We are unable to treat comments on planning applications or appeals in confidence. Anonymous comments will not be given any consideration in the decision making process. The same information is available in the event of an appeal being made against a refusal of permission or conditions imposed on the grant of permission.

We aim not to reveal personal details such as signatures, email addresses and telephone numbers. The exception to this policy is that the email addresses and telephone numbers of agents acting on behalf of applicants need to be available in order to enable the efficient processing of applications. Our advice is that if you wish to be certain that these details will not be published, you should not include them in correspondence.

Planning Control &

Planning Enforcement

(01543) 462621

Customer Services

Ext. 4485

Ext. 4315

Email:-

developmentcontrol@cannockchasedc.gov.uk

or

planningenforcement@cannockchaedc.gov.uk



Cannock Chase Council is committed to serving the community in the most efficient and courteous way possible. We welcome your comments, compliments and complaints as this helps us to know what are the good things about our services and what things we need to improve.

Officers are available at Cannock to give advice. If you wish to meet a particular person, you will need to make an appointment



If you have any queries or issues or wish to make a comment, compliment or complaint a 'Customer Service Standards' leaflet is available:

Cannock Chase Council, PO BOX 28, Civic Centre,
Beecroft Road, Cannock, Staffordshire WS11 1BG

Tel: 01543 462621