

# Planning Applications – A Guide To Viewing And Responding To Them

---

## What is the process?

The Planning Authority for our village is East Suffolk Council (ESC). When an application for Planning permission arrives they follow this process:

- Planning application arrives and is checked
- If it is correct and all paperwork is present it is logged on the ESC Planning System (see link below) and sent out for consultation
- A notice is placed outside the property concerned
- A 21 day period is allowed for comments to be received (after the notice is put up).
- The majority (>90%) of planning applications are decided by the Planning Officer dealing with the case, alongside another Senior Planning Officer. The remainder are decided by the Planning Committee of ESC, who meet once a month.
- If the decision goes against the applicant they have a right of appeal; there is no right of appeal for a Consultee.

## How does the Parish Council decide on its opinion of an application?

- It is very important to note that a Parish Council is merely a consultee when it comes to looking at Planning Applications; it is not the Planning Authority (that is ESC) and therefore it does not decide the outcome of any application.
- The Parish Council looks at each application on its own merits but also at the cumulative effect of applications in an area.
- If the Parish Council has been contacted by residents these views will be taken into consideration.
- The views of a Parish Council hold no more or no less weight than those of any other consultee.
- The Parish Council will base its comments on sound Planning Considerations (see list below) and Policies in the Local Plan and the National Planning Policy Framework.

## How can I view an application?

- You need firstly to go to the ESC Planning System at <https://publicaccess.eastsuffolk.gov.uk/online-applications/>
- If you know the Planning Reference number, key this in on the 'Simple' tab (under 'Enter a Key Word, Reference Number...') and click 'Search'.
- If you do not know the Planning Reference number go to the 'Advanced' tab, scroll down to the 'Application Details' section, choose your parish from the 'Parish' section and select 'Awaiting Decision' from the 'Status' section; click 'Search' at the bottom of the page
- Once the application is chosen you will have a number of different tabs you can view, including:
  - Details: Important Dates – Check these to see when any comments need to be in
  - Details: Further Information – Use this to see which ESC officer is dealing with the case
  - Documents – Use this to view the application form, any plans and any comments submitted so far (see below)



## Viewing the individual plans, document and comments of a Planning Application

- Once the application has opened, click on 'Documents and Comments' and then 'View associated documents'; this will list all the documents attached to the application and will look like this:



Search Results - 4 records found

Page 1 of 1 Records/Page

Document Link	Document Date	Type Description	Information 1
<a href="#">DC/19/1874/VLA</a>	08/05/2019	Application Form & Certificate	
<a href="#">DC/19/1874/VLA</a>	08/05/2019	Proposed Block / Layout Plan	
<a href="#">DC/19/1874/VLA</a>	08/05/2019	Supporting Documents	Planning Statement
<a href="#">DC/19/1874/VLA</a>	22/05/2019	Town/Parish Consultation Response	Ufford

- To view each document, click on the hyperlink to the left of each row. This should open in a separate window, leaving you free to go back to the list and choose another document.
- If the plans are small, use the 'zoom' feature in your web browser to zoom in to see the detail.
- If you wish, you can print off documents

## How can I comment on a Planning Application?

- When you comment on a planning application you must do so directly to ESC Planning Department
- State clearly at the top of the communication whether you 'Support' or 'Object' to the application.
- You can communicate with ESC Planning in any of the following ways:
  - E-Mail – Send an e-mail to [planning@eastsoffolk.gov.uk](mailto:planning@eastsoffolk.gov.uk)
  - Write – Send a letter to ESC Planning Department, East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
  - Online Comment – Register with the ESC Planning System (See below) and use the 'Make a Comment' button
- Remember, more than one person from a household can comment on an application

## Can I monitor Planning Applications for my parish?

Yes, this is the best way to keep up to date with applications affecting your parish:

- Go to the ESC Planning System at <https://publicaccess.eastsuffolk.gov.uk/online-applications/>
- Click on the 'Register' button (at the top, just under the East Suffolk Logo) and complete all required details
- Using your new registration details use the 'Log on' button to log on to the system
- Go to the Advanced tab and scroll down to the 'Application Details' section, choose your parish from the 'Parish' section and select 'Awaiting Decision' from the 'Status' section; click 'Search' at the bottom of the page.
- This will show you a list of all applications in the state of 'Awaiting Decision' in your parish
- Click on the 'Save Search' button and give your search an appropriate name
- Ensure you tick the box that asks if you would like to receive an e-mail each time an application meets your criteria.
- Once your search is saved you will receive an e-mail each time a planning application for your parish is moved in to the 'Awaiting Decision' state.

## What comments should I make?

- It is helpful if you copy in the Parish Council as they then get a feel for public opinion on an application
- You are of course free to comment however you wish but your comments hold more weight if you try to align them to Planning Considerations that ESC can take in to consideration. These include:
  - Overshadowing
  - Adequate Parking and Servicing
  - Overlooking and Loss of Privacy
  - Overbearing nature of the proposal
  - Procedure/Law
  - Consultee responses
  - Case Law
  - Loss of Trees
  - Loss of Ecological Habitats
  - Design and Appearance
  - Layout and Density of Buildings
  - Effect on listed buildings
  - Effect on Conservation Areas
  - Access and Highway Safety
  - Noise and Disturbance from the Scheme
  - Public visual amenity
  - Disturbance from smells
  - Flood Risk
  - Government Policy
  - Local Planning Policy
  - Site History and Previous Decisions
  - Affordable Housing
  - Fear of Crime
  - Landscape impact amenity
  - Infrastructure: Schools, drainage, etc.
  - Urban design
  - Local economy
  - Cumulative impact
- Try to avoid the following subjects as these are non-material considerations:
  - Impact on property values
  - Profit
  - Ownership of land
  - Rights of access
  - Work already done
  - Moral objections
  - Commercial competition
  - Loss of private view
  - Neighbour Disputes
  - Misrepresentation
  - Restrictive Covenants
- In addition, review the ESC Local Plan and the National Planning Policy Framework and quote the policies within these documents to strengthen your argument or weaken the argument of the applicant. These this can be found at:
  - <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/existing-local-plan/> and
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/810197/NPPF\\_Feb\\_2019\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf).

**Judi Hallett**

Clerk to Tunstall Parish Council  
01394 411405 / 07739 411927  
[pcclerkunstall@gmail.com](mailto:pcclerkunstall@gmail.com)

January 2020