

Important Information for Consultees on Planning Applications

The Council has developed a Customer Charter for users of the Development Control Service. Copies of this Charter can be obtained from the Civic Centre or can be accessed via our website. Below is a summary of the service you can expect from us as a consultee on an application.

- We will involve the public and other appropriate bodies, groups and organisations in the development control process by publicising development applications in accordance with statutory requirements and Council policy, and take account of all representations of a planning nature received, in making decisions.
- Copies of all development applications and supporting documents submitted to the Council will be available for inspection at the Civic Centre and via the Planning Public Access website within one working day of validation.
- No appointment is necessary to view the planning submission documents. For more detailed queries about an application with the case officer you will need to make an appointment. Please contact the Planning Service on 01785 619337.
- All files including current working files can be viewed by the applicant / agent / consultee / neighbour as from 1st January 2005. Under the Freedom of Information Act 2000 a request by the Public must be specific and in writing. The Authority has 20 days in which to respond [60 days for more complicated requests] An appointment will be made at a mutually convenient time.
- We will operate a delegation scheme which will normally mean that over 90% of planning applications are dealt with by planning officers without having to go before the Development Control committee. Details of the current delegation scheme are available at the Civic Offices or at www.staffordbc.gov.uk/planning.
- Neighbours will normally be notified of development which affects them within 10 working days of validation.
- Site notices if required, will normally be displayed within 7 working days of validation. Householder, small business/commercial extensions and advertisement applications do not require a site notice to be displayed.
- Representations may be made by letter, by comments form, by e-mail or directly from the Planning Public Access web site.
- All comments and details of the persons making the comments will be kept on a public planning file, which is also published to the web. Do not provide unnecessary personal details you do not want publicised.

Your name and address are sufficient for us to take the comments into account and for them to become part of the planning application file.

- We do not accept anonymous representations. (see Making Comments on Planning Applications www.staffordbc.gov.uk/planning.)
- Public Speaking has now been introduced to our Development Control Committee Meeting, as an interested party you will be contacted inviting you to speak. Currently, this is limited to one person in support and one objector, details/guidelines can be found on our web site.
- All consultees (and the general public) will be able to track the status of the application via the Planning Public Access web site. The final decision on each application will also be published on the site.

We will do our best to meet these objectives. If at any time you are dissatisfied with our performance, or if you have any other queries regarding the service, please contact us using the contact details below:

Planning Services
Stafford Borough Council
Civic Centre
Riverside
Stafford ST16 3AQ

Tel 01785 619337

planning@staffordbc.gov.uk

[comment, complaint, compliment form](#)

www.staffordbc.gov.uk/planning