

You should be aware that any written comments you make about an application, by law, must be publicly available, which includes the council's website.

## **Making comments on Planning Applications**

**Planning Public Access Comments** are restricted. This facility is designed only for neighbours and interested parties to make observations on submitted planning applications nearby.

Statutory consultation responses, elected members and parish council comments should be directed to the planning service by e mail [planning@staffordbc.gov.uk](mailto:planning@staffordbc.gov.uk) or by the general post.

**The Planning Public Access Comments** section has limited character recognition (6000) and text could be lost if submitted through the comments section. Letters to the planning service should also follow this route and not be submitted through the comments section of Planning Public Access.

Please be aware that there is a time out limit once you begin to use the browser. This may cause error messages to be displayed. To avoid this problem, type your comments up before hand (using notepad or ms word) copy and paste these comments into Public Access comments area.

## **Will my letter be made public?**

Please note that any correspondence and personal information (including phone numbers, email addresses, fax numbers) will be seen by Councillors, the applicant, members of the public and will form part of the public planning file which will be published in full on the Council's website. Your letter of comment, support, or objection will be available to be inspected by the general public or any interested party.

- 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..

'The Council acknowledges that whilst you may wish to comment on an application, you may not want your signature to be published on the internet. Consequently, the Council will accept that you do not need to submit a signature provided you either type your name or write it in capital letters and your contact address is given'

## **Correspondence / Comments by e mail**

**When e mailing send your comments as an attachment** but make sure your name and postal address are on the attachment.

## **The Council do not accept anonymous representations.**

This is a standard practice applied to comments and complaints made to the Authority. This is to ensure genuine concerns can be accurately assessed.

## **What should my letter contain?**

It is entirely up to you to decide what you write in your letter in response to a planning application that may affect you. If you do decide to comment it is helpful to the Council if you include the following: a) your name and address; b) the application reference number and address of the site (to ensure that your letter is considered with the correct application); c) whether you are commenting, supporting or objecting to the application; d) details of your comments or reasons for objecting; these should relate to planning reasons, although you may wish to include other reasons to amplify your planning reasons. However, the Local Planning Authority will make its decision on **planning** issues, not on non- planning issues.

## **Can I comment on a planning application?**

Public comments on development proposals are encouraged by our planning laws, both on planning applications, and in the preparation of Structure and Local Plans. Changes in our environment happen all the time; new buildings are erected and existing ones are altered, extended or demolished. A familiar building changes hands and turns into something else. These developments can be improvements - sometimes they are not. But either way, they affect people who live nearby or who work in or visit the area.