



Rushcliffe

BOROUGH DEVELOPMENT

PUBLICITY FOR PLANNING APPLICATIONS

# **CODE OF PRACTICE**

**JIM COLLINSON**  
**BOROUGH DEVELOPMENT OFFICER**  
MAY 2002

## Our Approach to Publicity

We see the publicity of planning applications as an essential part of the development control process and have for many years given publicity to planning applications even when there was no statutory requirement to do so.

Since 1992 it has been a statutory requirement to give some form of publicity to all planning applications and the requirements have subsequently been extended. We continue to view this as a minimum requirement and will in many cases go beyond the level of publicity required by the regulations.

Publicity can take a number of different forms, including neighbour notification, site notices, and advertisements in the press but neighbour notifications will remain the cornerstone of publicity arrangements as we feel this provides the best way of bringing development proposals to the attention of local residents.

- Our policy is therefore to carry out publicity based on neighbour notification wherever possible and, of course, to follow the statutory requirements set out in this code of practice. The need for publicity will vary considerably between applications and the Borough Development Officer has delegated authority from the Council to decide the extent of publicity in each case.
- Government advice relating to publicity includes a definition of 'neighbouring property'. We have not adopted this definition, which we think is too rigid and inflexible. Building on the experience of the past, we will notify those properties which are considered to be directly affected by development proposals and this can only be determined on a case-by-case basis.
- Anyone can find out about the applications currently before the Council by logging onto the Council's website at [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk) and following the links to DS Online.

## Guidelines for Publicity

Publicity will be given to all planning applications. The statutory requirements which vary for different types of applications will be regarded as a minimum and additional publicity will be given where appropriate.

Neighbour notification by letter will continue to be the cornerstone of publicity. The letter sets out the description of development, where the plans can be inspected, the Case Officer and time for response, normally 21 days.

Publicity will be given to other types of application, for example those for advertisement consent and for felling protected trees, where this is considered to be appropriate, and particularly where neighbouring residential properties are likely to be affected. In some cases the Council has a limited time itself to deal with the application, and the time for response will therefore be shorter.

In appropriate cases, neighbour notification will be undertaken in addition to statutory newspaper and/or site notices.

'Neighbours' will not be just residential properties but will include commercial, industrial or other uses, where the adjoining properties can be identified from the relevant Ordnance Survey Plans.

In isolated areas where there are no near neighbours, a site notice will be displayed.

Consultation of properties on the opposite side of the road will only be necessary where it is considered they will be affected by a particular development, for example a significant front extension or two-storey side extension filling a gap.

Applications which are clear departures from the development plan will be advertised at the initial publicity stage. Less clear cut cases will be dealt with later in the process if it is intended that planning permission is to be granted or recommended.

Where a proposal affects a public right of way it will be advertised and appropriate bodies and interest groups will be consulted.

Depending on the type of development and where it is situated other organisations such as Environment Agency, English Nature, Highways Agency etc. will be consulted.

We will consult local Borough Councillors, Town/Parish Councils and Parish Meetings on all applications received in their areas.

Consultation responses are required in writing, by letter or e-mail, but a postal address will be required too. Generally speaking the formal period for consultation is 21 days. This may vary in accordance with the type of proposal. In practice the Council will consider representations up to the date the decision is made or the date of a Committee Meeting if appropriate. However, to be sure comments are considered, these should be made in writing before the date given in any notification letter.

There is no statutory requirement to consult on revised plans. However when revised plans are received, re-notification and re-consultation will be carried out where the changes are considered significant enough to warrant further publicity. Usually a shorter period will be given to respond to revised plans.

## Responses to Publicity

All responses to publicity should be made in writing to the Borough Development Officer at the address below.

Borough Development Officer  
Rushcliffe Borough Council  
Civic Centre  
Pavilion Road  
Trent Bridge  
West Bridgford  
Nottingham  
NG2 5FE

or through the DS Online part of the Rushcliffe website at [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk). The Council posts details of planning applications with an easy response form. Every endeavour is made to keep this up to date to within 2 days.

- All responses received will be acknowledged in writing and will be followed by written notification of the decision made on the application.

The Development Control team will help you through the process and to understand the applications –

Rushcliffe Borough Council Offices – 0115 9819911

		<b><u>Direct Line</u></b>
Susan Harley	Development Control Manager	9148355
Mandy Carnell	Planning Technician	9148259
Sarah Sharp	Clerical Assistant	9148273
Trish Rosol	Clerical Assistant	9148273
Steve Roadley	Planning Enforcement Officer	9148249

**DEVELOPMENT CONTROL – Case Officers for planning applications**

**West Team**

Derek Clowes	Principal Planning Officer	9148254
Vacant Position	Area Planning Officer	
Andy Young	Planning Assistant	9148565

**East Team**

Norman Jowett	Principal Planning Officer	9148359
Mick Morley	Area Planning Officer	9148252
Caroline Chave	Planning Assistant	9148223

**Central Team**

Matthew Marshall	Principal Planning Officer	9148458
Vacant Position	Area Planning Officer	
Andy Rogers	Planning Assistant	9148453