



Public Involvement in Planning (Development Management) & Your Right to Speak at Meetings

2019 Edition

Introduction

A test of the planning system is the ability of the public to understand the framework in which planning operates and to be able to engage in the planning process whether through consultation on individual planning applications, or through commenting on matters of planning policy that will affect the future planning of the District.

Horsham District Council is committed to encouraging public involvement in planning as outlined in the Statement of Community Involvement, through consultations carried out in connection with individual planning applications.

This leaflet deals specifically with the process involved in the determination of planning applications and the steps to be followed should you wish to take the opportunity to be involved in the process.

Application Process

The Council receives on average 3,500 applications a year for a range of development proposals. These range from small household extensions to larger residential and commercial developments. No matter the scale and form of development the Council is committed to balancing the speed and efficiency of decision making against the involvement of the public in the planning process.

The key steps of the planning application process and the opportunity for you to become involved are set out in this leaflet.

Planning Application Publicity

Publicity for planning applications received is undertaken in the following ways:

- Weekly publication in the local press
- On our website at www.horsham.gov.uk/planning
- Sending letters to those who are likely to be affected by development;
- Site notices to advertise development in special areas such as conservation areas or other forms of development where we are statutorily required to do so.

Unless otherwise specified, a period of 21 days is given to comment on a planning application.

Responses may be received from those who have been directly invited to comment via the consultation process or from anyone who has an interest in the application.

Commenting on a Planning Application

Relevant Material Considerations	Irrelevant Considerations
Planning Policy inc Government Guidance	Matters covered by other legislation e.g. licensing
Case Law and previous decisions	Private property rights
Highway safety, traffic, parking	Effect on value of property
Noise, disturbance, smells	Personal and financial circumstances
Design, appearance, materials and character	Loss of view
Overshadowing and loss of privacy	Moral or religious issues
Loss of trees	Restrictive covenants
Effects on Listed Buildings and areas of Conservation	

The above table outlines what a relevant planning material consideration is and what an irrelevant consideration is. This list is not exhaustive.

Comments on applications can be made in writing, through our website; or by e-mail to planning@horsham.gov.uk . You can also write to us.

All comments received are published on our website along with all other documents associated with the case.

Assessment of Planning Applications

The Council is required to assess each planning application on its own merits having regard to national and local Planning Policy as well as other material considerations.

Applications are allocated to a planning case officer who is the point of contact for making enquiries regarding the progress of the application. The case officer will be responsible for carrying out a site visit, assessing the merits of the proposal having regard to planning policy and the comments received as a result of the consultation process.

The Decision

Planning applications may be determined by officers under delegated powers or by Planning Committee. 90% of planning applications are dealt with under delegated powers, the remaining 10% being determined by Committee, withdrawn prior to a decision or otherwise not proceeded with.

There are two planning Committees, Planning Committee (North) and Planning Committee (South). They each meet once a month and sometimes there are special meetings that are arranged. A list of meeting dates is available through our website.

The right to speak at Committee is available to objectors, supporters, Parish and Neighbourhood Councils and applicants and/or their agents.

The Right to Speak at Committee

If you have submitted comments in support or objection of an application as set out above, you will receive written confirmation of the Committee date and officer recommendation to establish whether you wish to speak on the application at Committee.

If you register to speak at Committee each speaker will be limited to 2 minutes in which to make any representations.

Unless specified otherwise the total time for such representations and order is as follows:-

Objectors:	3 speaking slots, each limited to 2 minutes
Applicant / Agent / Supporter	3 speaking slots, each limited to 2 minutes
Parish or Neighbourhood Council representative(s)	1 speaking slot limited to 5 minutes

The Committee Meeting

All meetings are held at our offices at Parkside, Chart Way, Horsham, RH12 1RL. The dates of meetings can be found on the Council's website.

If you have registered to speak, you should arrive no later than 15 minutes before the start of the meeting. You will be given a brief explanation of the arrangements and your attendance will be recorded.

You will not be able to present or circulate photographs, plans, documentation or any other visual aids or material at the Committee meeting.

Items will normally be heard in the order set out on the agenda. You therefore need to be aware that it may be some time before the item in which you are interested is heard.

Following the presentation of the case by the case officer and the comments received from speakers, Councillors will discuss the planning application, involving the officers as necessary. There will be no further right to speak or raise questions.

The Committee will make a decision to either:

- Refuse the application;
- Permit the application as recommended with or without additional conditions
- Defer the decision on the application to another meeting, to enable further discussion to take place and/or to obtain additional material; or
- Delegate the decision to the Development Manager

Once the Committee has taken a decision only the applicant or agent has a right of appeal. There is no third party right of appeal.

Issuing a Decision

Planning decisions on delegated applications will be issued on a rolling basis as and when decisions are made. Applications dealt with under delegated powers are determined within 8 or 13 weeks.

Committee decisions normally take place within 3 working days of the meeting unless the decision is pending the receipt of additional material or a legal agreement related to the development.

Further Information

If you have any queries or questions about the Committee process you can contact the Planning Business Support Team on (01403) 215187 or visit our website at www.horsham.gov.uk