

# Advice About Commenting on Plans

## Commenting on plans

When dealing with planning applications, we pay particular attention to the development plan for the area. The key document to refer to is Hertsmere's Local Plan.

You can look at the current version – called the Hertsmere Local Plan 2003 and our guidance leaflets – at our offices, or online at our website. Details are on the back page of this leaflet.

In considering applications for planning permission we take account of issues such as:

- The suitability of the use (whether it be shops, offices, industry or residential) in the area proposed;
- The effect the development will have on the character and appearance of the neighbourhood;
- The effect the development will have on the neighbouring properties; and
- The effect the development will have on traffic and parking.

Before writing to us with your views, you should inspect the application forms and the application plans. These are available for inspection at the Civic Offices and on the council's website.

If you are in any doubt about what the development will look like, or what is involved, please contact the planning unit and ask for some help. The name of the person to ask for is given at the top of the letter accompanying this leaflet (if relevant.) Alternatively ask for the planning unit.

Remember, you can write in to support an application, as well as to object.

When making comments the following checklist may be helpful:

- If the application is for a change of use, do you think the planned use is a suitable one for this area?
- Is the general appearance of the development, including its height and design, acceptable?
- Do you think the development will affect you directly, in an unreasonable way, such as through loss of daylight or loss of privacy?
- Do you think that the development will cause unreasonable nuisance (for example fumes or noise)?
- Do you think the development will lead to unacceptable traffic congestion or traffic hazards or significantly increase the demand for on-street parking?
- Do you think the development will have any other unacceptable effect on the area?

## Relevance

We often receive objections on grounds such as property values will be reduced, that trade will be lost if a new business is allowed to be set up or that a familiar view may be lost.

It is important to remember however that objections raised for non-planning reasons such as these cannot be taken into account by us when considering a proposal and are not reasons for refusing an application.

If you think that the development will cross the boundary into your own land, and the applicant has not served a formal notice about this, it will be helpful if you tell us about this. However, we cannot get involved in boundary disputes, and you should get legal advice if a dispute arises. The fact that there might be a restrictive covenant is not an issue which the council can take into account when determining a planning application.

Most applications are determined by planning officers (referred to as delegated applications), although larger applications are reported to the appropriate planning committee for a decision. Ward councillors can call-in delegated applications to be decided by the relevant planning committee if they consider it appropriate to do so.

If you write to us about an application that is to be decided at one of our planning committees, we will write to you before the meeting to let you know that it is going to be considered. We will provide advice on speaking at committees at that time.

## Large print and languages

This leaflet can be made available in large print, braille and audio-tape on request.

If you require any of these services or you have difficulty understanding this leaflet because English is not your first language, please contact the Planning Unit on 020 8207 2277 and we will do our best to assist.

Please allow sufficient time for this leaflet to be made available in the format requested.

## General information

### **Hertsmere Main Office**

Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

Opening hours: Monday to Thursday 8:30am to 5:15pm and Friday 8:30am to 5pm

Phone: 020 8207 2277

E-mail: [customer.services@hertsmere.gov.uk](mailto:customer.services@hertsmere.gov.uk)

### **Potters Bar Area Office**

Wyllyotts Centre, Wyllyotts Place, Darkes Lane, Potters Bar, Herts EN6 2HN

Opening hours: Monday to Friday 9:30am to 2pm

Phone: 01707 652406

### **Bushey Area Office**

Bushey Centre, High Street, Bushey, Herts WD23 1TT

Opening hours: Monday to Friday 9:30am to 2pm

Phone: 020 8386 4048

**Website:** [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)

**Out-of-hours emergency phone number: 0845 300 0021**