

ADVISORY NOTE FOR CONSULTEES AND NEIGHBOURS

Your Chance to Comment

1. Why are you being consulted?

- The Council has a duty to ensure that those people who may be affected are made aware of the proposal and have an opportunity to comment.

2. What should you do?

- Consider the site and description of the proposed development and inspect the submitted application details.
- The application documents and accompanying plans are available for inspection on-line at <http://vogonline.planning-register.co.uk> or in the Dock Office.
- If you are in doubt about what is involved in the proposal, you should telephone or make an appointment to visit the case officer at the Dock Office.
- If you are disabled please contact the case officer, as alternative arrangements may be possible.
- If your neighbour is the applicant, you may wish to speak to him / her about the proposal.
- Any comments should be made in writing to the Council within 21 days of consultation. Please note that objections raised on non-planning grounds cannot be taken into account when considering a proposal.
- Examples of non-planning objections include loss of property value, disputes about the exact boundaries between properties, loss of view, potential loss of trade from a new business and existing problems that have nothing to do with the proposal.

3. What happens to your comments?

- Your written comments will be considered along with other material planning considerations before a decision is made under powers delegated to the Operational Manager by the Councils constitution or the Planning Committee.
- The majority of planning applications are dealt with under delegated procedures. More complex applications are considered by the Planning Committee. In both instances, a report is prepared outlining the main planning issues and responses received.
- If you wish to clarify the proposed method of determination, please contact the case officer or alternatively check the Council's web site.
- Please note that any comments received will be made available for public inspection. This is a legal requirement and therefore no comments can be considered on a confidential basis.

4. Registering to speak at Planning Committee

- If the Planning Committee considers the application, there is a provision for public speaking at the meeting. Advisory notes which explain the process and how to register to speak are available on the Councils web site.

- Please be aware that the date on which a planning application is considered by the Planning Committee will generally be made known approximately a week before the meeting.

5. How will you find out what has happened to the application?

- You can find out when a decision is likely to be made by telephoning the case officer. If the application is to be determined by the Planning Committee you may attend the meetings which usually commence at 6:00pm in the Civic Offices, Holton Road, Barry but you will not be able to address the Committee.
- If you want to be informed of the decision, you can check the Council's web site at the following address:
<http://vogonline.planning-register.co.uk>