

**THE PLANNING WEBSITE** - Copies of the application forms, drawings and relevant supporting information on all current planning applications can be viewed on our website [www.havant.gov.uk](http://www.havant.gov.uk), using *Planning Applications Quick Link* on the home page. You can also use the online form to send in your comments.

**CUSTOMER SERVICE CENTRE OPENING HOURS** - Copies of applications may be viewed at Customer Service Centre on the ground floor at the Public Service Plaza. between 9.00am and 5.00pm Monday to Friday. If you want to speak to the case officer dealing with a specific application you will need to make an appointment. If you wish the application to be determined by the Development Management Committee you must make your request in writing prior to the end of the publicity period as notified in the weekly list of planning applications relevant to the particular application.

**What are relevant Considerations?** In considering an application the following planning considerations can be taken into account by the Council:

- Development Plan Policy
- Government Guidance
- Highway safety and traffic
- Design, appearance and layout
- Effect on daylight, privacy and outlook
- Conservation of buildings, trees and hedgerows
- Loss of open spaces, countryside and other natural habitats
- Noise, smells and fumes

**The following are not relevant planning matters and cannot be taken into account:**

- Loss of private views
- Matters covered by other regulations/laws
- The fact that development may have started
- Business competition

**Your Comments** - Under the provisions of the Local Government (Access to Information) Act 1985, any written comments that you submit (together with any personal information such as address, phone number and e-mail address) will be made available for both inspection and copying. They will also be copied to the Planning Inspectorate in the event of an appeal. If you wish to withdraw any comments you made so that they are not taken into account please inform the Planning Inspectorate within 4 weeks of the appeal start date by emailing [enquiries@pins.gsi.gov.uk](mailto:enquiries@pins.gsi.gov.uk) or writing to Customer services at The Planning Inspectorate, Registry/Scanning, Room 3/05 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

From 1<sup>st</sup> April 2012 we will publish all comments received on our website. We will take all reasonable steps to remove personal (but not business) information such as telephone numbers, email addresses and signatures, before publication. We acknowledge that information security is a key concern and that in responding you signify your consent to having your comments published on our website subject to the removal of personal data. At all times we will process your data fairly and lawfully and for the purpose for which it is obtained, in compliance with the Data Protection Act 1998 and its principles. **You should therefore only include information that you are happy to be seen by the public and available over the internet.**

The Council cannot take a decision on an application before the consultation period has expired. However, comments received after the end of the consultation period will still be taken into consideration provided that no decision has been made. If you would like any previous correspondence from yourself relating to a similar application in the past to be taken into account we will do so if you request this in writing.

**How will the application be decided?** The Development Management Committee has authorised the Executive Head of Planning and Built Environment and other authorised officers to decide the majority of applications submitted to the Council. However, some applications are referred to the Council's Development Management Committee for a decision. It meets on a Thursday evening at 5.00pm (normally on a three weekly cycle).

**Deputation Scheme** - The Council operates a deputation scheme which enables individuals, including applicants, to speak at the meeting of the Development Management Committee when the decision is to be taken on an application. If you are advised that the application is to be considered by the Development Management Committee and you wish to make a deputation, please write to the Committee Administrator no later than 5pm on the last Tuesday before the meeting.

**Other Information:** Further information on the planning process and how it works can be found online at [www.planningportal.gov.uk/planning](http://www.planningportal.gov.uk/planning)