

# Planning Applications

## How to tell us your views and guidance on speaking at a Committee meeting



TRAFFORD  
COUNCIL

### **This leaflet is for anyone who may be affected by a planning application.**

It explains how to find out the details of an application and how to make your views known, both in writing and by speaking at the Planning Committee.

It also explains how the planning application process works and how decisions are made.

If you have any queries about the process please contact us.

### **Why are you being consulted?**

We have contacted you because someone has made a planning application for a development that may affect you. We want to make you aware of the proposal and give you an opportunity to comment. You may wish to view the planning application and plan drawings or keep in touch with the application's progress. You can do so at our website: <http://www.trafford.gov.uk/planning> or at your nearest [Access Trafford office](#) which are situated within Trafford's local libraries. You will be able to view the plans electronically by using their public internet access facilities. Please note that you may need library membership before using the internet access.

### **Help with understanding the application**

If you wish to talk to a Planning Officer about the application, please contact us. If you are housebound or have a disability that makes it difficult for you to view or understand the plans, please let us know. We will do our best to help.

### **What sort of comments can we accept?**

Under planning law, we can only take into account comments on planning issues. **For more information on this please see What can I say to the Committee? on page 3 which applies equally to written comments.**

### **How to comment or find out more information**

To find out more about the application you are being consulted on, the documents and plans are available online at [www.planning.trafford.gov.uk](http://www.planning.trafford.gov.uk). If you want to make comments we would prefer you submit them via the website using the above link.

Alternatively, you can write or e-mail your comments to us. Contact details can be found on the back of this leaflet. Comments should reach us by the date given in our letter to you. We may not be able to take into account comments received after this date. You can also contact your local Ward Councillors to seek their support. They may write to Planning or "call in" the application for decision by the Planning Committee. The names of your [Ward Councillors](#) can be found on the Council's website.

### **What happens next?**

All comments we receive about a planning application are taken into account before a decision is made. By law, any comments you make about the application must be made available for public viewing. Should an application go to appeal, your original comments as submitted may be published on the Planning Inspectorates website. We are unable to acknowledge receipt of your comments. Our target is to consider all planning applications within 8 weeks, but larger or more complex applications can take longer. Decisions will be available to view on our website on the day that they are made. Decisions made at Planning Committee will usually be available to view on-line within 7 days.

# Decisions and the Committee process



TRAFFORD  
COUNCIL

## How will the decision be made?

The Planning Committee decides the larger or more complex applications in the borough and any applications which fall under the criteria listed below. Senior Officers are given responsibility to decide more minor applications including most applications from householders. Applications are normally considered by the Committee when:

- At least 6 people (from different addresses) have written to the Head of Planning and Building Control with a view which is contrary to the officers recommendation (e.g they have objected to an application which is recommended for approval)
- A local Trafford Councillor has requested that it be brought to the Committee
- It is for a scale or type of development required to be considered by the Committee (e.g 10 or more houses). The Council's Approved Scheme of Delegation is available for inspection on request.

Any written comments we receive in advance of the Committee meeting are reported to the Committee who take them into account when making a decision on an application. In addition to this well-established practice, **you have the opportunity to speak at the Committee when they meet to discuss the application.** You do not have to speak if you do not want to. Written comments and objections made in advance of the meeting carry just as much weight. **The right to speak only extends to applications decided by Committee.**

**It is advisable to submit your request to speak at Committee as early on in the process as possible.**

## Speaking at Committee

### Who is entitled to speak?

If the application goes before a Committee meeting, normally only a single spokesperson is allowed to speak (i.e one for and one against the application). If several people wish to speak, they should get together to agree who this spokesperson should be and inform the Council as described below. Planning and Building Control will give you the names of any people who have already informed the Council that they wish to speak to help you to arrange this.

### Registering your request to speak

If you are thinking of speaking, please contact us as soon as possible. Do not wait to find out when a report is going to Committee before registering to speak. Put your request in early as it can easily be withdrawn. Meetings are usually held on the second Thursday of the month at 6.30pm, we cannot accept speakers after 4.30pm on the Wednesday before the Committee day.

You can register your request to speak by contacting the Planning Service on 0161 912 3149 or in writing either by post or by e-mail to [planning@trafford.gov.uk](mailto:planning@trafford.gov.uk).



## **What can I say to the Committee?**

We can only allow one speaker 3 minutes in support of the application, and one speaker 3 minutes against the application. Applications where people have registered to speak are usually brought to the beginning of the agenda.

Comments must be on planning issues. Examples of proper planning considerations that you may wish to raise include loss of light or privacy, highway safety, traffic and parking issues, noise, amenity, pollution, historic buildings, conservation, wildlife, design and appearance of the development.

The Council also has to take into account national and local policies and Government guidance, and you may wish to refer to these.

Issues which cannot be taken into account include the developer's motives or morals, loss of view, effect on property values, private rights, covenants, construction noise and boundary disputes.

Please do not make statements that are personal, slanderous or abusive, and do not interrupt another speaker or the Committee debate.

## **At the meeting**

**If you are registered to speak at the meeting please ensure that you arrive at least 15 minutes before the start of the meeting. The meeting will begin promptly at 6.30pm.**

The Committee Chairman will introduce the application. Speakers will then be asked to address the Committee – objectors first followed by supporters. The Chief Planning Officer may then be asked to respond to any points raised and then the Committee will discuss the application and make a decision.

## **After the meeting**

The decision will be posted on our website within 7 days of the meeting and the [minutes](#) will be posted on-line with the documents for the following Planning Committee meeting.



## Click:

The quickest and easiest way of getting in touch

## E-mail:

Planning

[planning@trafford.gov.uk](mailto:planning@trafford.gov.uk)

Building Control

[Building.control@trafford.gov.uk](mailto:Building.control@trafford.gov.uk)

## Web:

Planning

[trafford.gov.uk/planning](http://trafford.gov.uk/planning)

Building Control

[trafford.gov.uk/buildingcontrol](http://trafford.gov.uk/buildingcontrol)

## Call:

Planning and Building Control

0161 912 3149

## Visit:

**Planning and Building Control**  
**Sale Waterside**  
**Sale**  
**Manchester**  
**M33 7ZF**

To view Planning Application details using internet facilities visit any local library/AccessTrafford office:

[Altrincham](#), [Hale](#), [Timperley](#), [Sale](#),  
[Coppice](#), [Partington](#), [Stretford](#),  
[Lostock](#), [Old Trafford](#), [Urmston](#),  
[Bowfell](#), [Davyhulme](#), [Woodsend](#)

## Planning Committee:

Held at:

**Trafford Town Hall**  
**Talbot Road**  
**Stretford**  
**Manchester**  
**M32 0TH**

For a copy of this leaflet in regular or large print please contact the

Planning department: 0161 912 3149