

The Planning Committee meets approximately every 3-4 weeks and the decision is made after considering a written report with recommendations from the officers. The Development Control Committee meeting is usually open to the public who can watch the proceedings. Copies of the Development Control Committee report and recommendations are available for inspection at the meeting and at the Council's offices at least three working days before the date of the meeting.

We hope this leaflet has helped you understand how your letter of representation fits into the planning process.



## How to Contact Us

## Environment & Development Group

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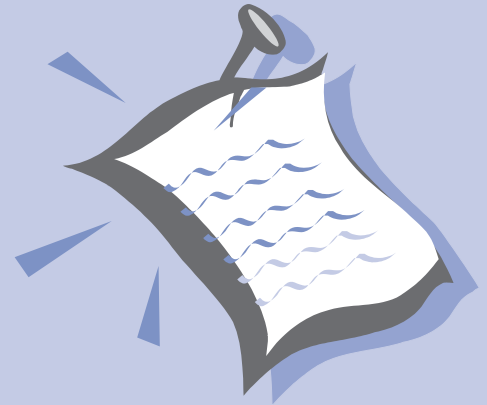
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Environment & Development  
Service Group  
Development Control

*Your*  
**Letter of  
Representation**  
*on an*  
application...



...how it fits  
*into the*  
**planning  
process**

Development Control Advice

Oct 2001



## What happens to your letter now?

Thank you for your interest in the application. Now that we have received your letter, it will be placed on the application file and made available for inspection by anyone, including the applicant, who wishes to view the file. Having made a representation you will be informed of the outcome after the decision has been made.



## How does your letter influence the decision we make?

If you have objected to a proposal, it does not mean that the application will automatically be refused. Conversely, if you have supported the application, it does not mean that the scheme will be approved.

The planning process exists to regulate development in the public interest, and the Council has a duty to act fairly when considering development proposals. It has to balance the interests of the developer or applicant, who may wish to provide new housing, industry or a simple house extension, with those of local residents and neighbours who may be adversely affected by the proposal.



Beside considering comments made by local residents, the Council also has to take account of the views expressed by a range of other organisations such as the Parish or Town Council, and the wider policy context provided by Central Government guidance, the Structure Plan and the Local Plan.

## So how is the decision made?

Before a decision is made, a planning officer will visit the site to consider the proposal in terms of its size, siting, design and affect on neighbouring uses, before making a recommendation as to whether the proposal is acceptable, or should be refused.

Many straight forward applications are determined by officers, rather than Councillors. Before making the decision, officers have to assess carefully all the planning considerations. Where an application has been the subject of an objection letter from an interested party, planning officers consult with ward Councillors and the Chairman of the Planning Committee before the decision is made. Under the Council's arrangements, Councillors can ask for any application to be considered at committee, rather than by the officers. No decisions are taken without the ward Councillors being aware of your objection letter. It is the Councillor's decision whether or not an application is determined at committee.