



# Planning Application Procedure

## Where can I view a Planning Application?

Planning applications can be viewed:

- On-line: visit **[www.dorsetforyou.com/planning/west-dorset](http://www.dorsetforyou.com/planning/west-dorset)**
- By appointment allowing 2 working days as notice to view file by calling **01305 251010** or emailing [planning@westdorset-dc.gov.uk](mailto:planning@westdorset-dc.gov.uk)

## How can I comment on a Planning Application?

- If, after viewing the application, you wish to comment you can do this in writing:
- On-line: [www.dorsetforyou.com/planning/west-dorset](http://www.dorsetforyou.com/planning/west-dorset)
- By email: [planning@westdorset-dc.gov.uk](mailto:planning@westdorset-dc.gov.uk). (Please quote the application number and if possible send your comments as an attachment to the email.)
- In writing to  
**Development Services,  
South Walks House,  
South Walks Road, Dorchester  
DT1 1UZ**

Please always include the application reference number and your name and address on representations. Anonymous representations will not be considered.

Your comments should be limited to relevant 'material' planning issues such as:



- The impact of the development on the character of the area.
- External design, appearance and layout.
- Impact on neighbouring properties.
- Highway safety.

Matters such as private property disputes, covenants, private rights of way, loss of trade, loss of private views, effect on property values or personality conflicts cannot be considered. Planning application files are public documents and any comments you make will be made available on the internet:

- Please ensure that you only include information that you are happy will be available to others in this way. Do not include sensitive personal information.
- Be respectful and polite in making comment on the planning merits of an application. Letters may be vetted and inappropriate comments removed.
- If you supply information belonging to a third party please ensure that you have their permission to do so.
- Personal details, ie phone numbers, email addresses and signatures will not be displayed.
- Any requests to remove other information from the internet, such as names and addresses, will be considered on an individual basis.
- Owing to the large number of representations received it is not normally possible for us to



- enter into further correspondence arising from any representations you make.
- Submitting your comments promptly has the benefit of enabling your views to be taken into account at an early stage and prior to a report being prepared by the Planning Officer. If you wish to discuss the application you are welcome to telephone the Case Officer and make an appointment if necessary.

## **How are applications determined?**

Planning applications are either determined by the Development Control Committee or are decided by the Development Services Manager under delegated authority from the Committee.

The majority of planning applications are decided under delegated authority. The target date for decisions is usually 8 weeks, and 13 weeks for 'major' applications. If you make a representation on such an application you will be notified of the decision.

In making a recommendation to approve or refuse an application, the Planning Officer has to take account of the Town and Country Planning legislation, National and Local Policies, Supplementary Planning Guidance, as well as comments made by Statutory and other consultees and views expressed by members of the public.

If an application is to be determined by committee and you have made representations about the application, a letter will be sent out to you with details of the committee.



## Appeals

If the application is refused or granted subject to conditions which the applicant considers unreasonable, applicants have a right of appeal to the Secretary of State. Costs may be awarded if the Local Planning Authority is considered to have acted unreasonably in making a decision which resulted in the submission of an appeal. If you made a representation on the application you will be notified of the appeal, and any further right to representation that you may have. Objectors or other third parties do not have an opportunity to appeal to the Secretary of State if they disagree with the decision.

If a third party feels that a decision has been made without following due process then a complaint should be made through the Councils Complaint procedure, and then to the Local Government Ombudsman.

**If you need this information in large print, Braille, audio format, another language or would like to talk to a member of staff about your needs please contact us on 01305 251010**



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