

How to have your say at
the Planning Sub-Committee

Planning Information

Leaflet 2



Planning in Hackney

If there are proposals to build a block of flats in your area or someone in your street wants an extension they will more than likely have to get planning permission from the council. Hackney, like all councils have to let you know if a planning application has been received and you live close by. Where a development will have an impact on more people, Hackney often consults widely. This gives as many residents as possible the chance to tell us what they think.

The majority of planning applications either for extensions to a home, new shop fronts, advertisements and similar minor development, are decided by Planning Officers.

Planning Sub-Committee make the decisions on larger planning applications that –

- may have a significant impact on the local community; and
- are recommended for approval by the Planning Officer.

Planning Sub-Committee members use these meetings to make sure they have all the information they need and hear both sides before making a decision. This leaflet explains how the Planning Sub-Committee works and how you can have your say.

The Planning Sub-Committee

The Sub-Committee is made up of councillors from all political parties. One of the councillors is the Sub-Committee Chair. When making decisions the Sub-Committee will always be:

- open about how they came to a decision,
- fair when making a decision,
- impartial by not favouring one side over another.

Meetings are held in public at Hackney Town Hall and they usually start at 6.30 pm on the first Wednesday of the month. Agendas are available at www.hackney.gov.uk/your-council or from the Committee Officer a week before the meeting.

All Planning Sub-Committee members will keep an open mind on applications and it is advised that you don't contact any of the councillors before a meeting.

The meetings are necessarily formal because the Chair and members want to listen to everyone and have the chance to ask questions so that they can fully understand the issues.

Those speaking, either for or against a proposal, are generally given five minutes to get their points across. If there is more than one person on each side you will be asked to divide the five minutes between you or nominate a spokesperson. The Committee Officer will help groups speaking on the same item to coordinate presentations.

How the Meeting Works

The Sub-Committee will normally consider agenda items in turn. If there are a lot of people for an item they might bring it forward.

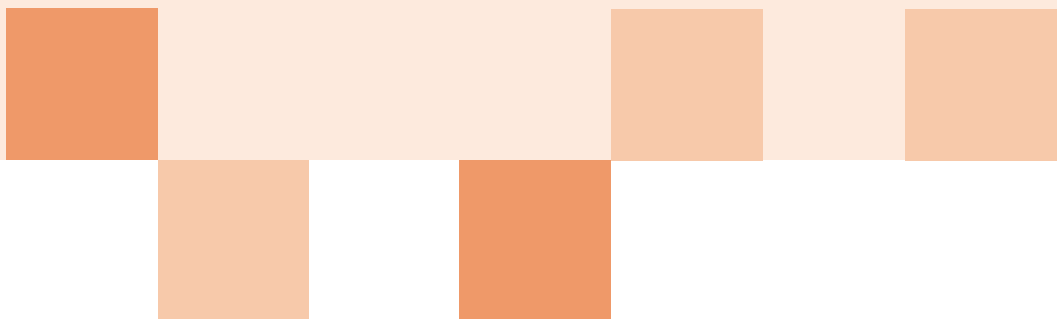
At the beginning of each meeting the Chair will explain how the meeting works and what can and can't be taken into account when making decisions. The meeting usually happens like this:

- The Chair introduces the item,
- The Planning Officer introduces their report to the Sub-Committee and informs them of any relevant additional information received after they publicised their report. The officer will also give their recommendations,
- Registered objectors speak for up to five minutes,

- Registered supporters speak for up to five minutes,
- Sub-Committee members can ask questions and discuss the item. They will ask council officers for further clarification if they need it,
- The recommendation - including any supplementary conditions or recommendations proposed by the Sub-Committee - is put to the vote. If the vote is split the Chair has the casting vote,
- A final decision is announced.

The Sub-Committee has strict guidance for making decisions and they can only be based on:

- National Planning policies set out by Government,
- Regional Planning policy, London Plan 2008, set out by the Greater London Authority,
- 'Saved' Hackney Unitary Development Plan policies,
- Council's policies outlined in the Hackney's emerging Local Development Framework
- Other 'material consideration' such as the planning history of a site and other development nearby the site.



Having Your Say

If you have something to say about a planning application there are three ways to do it:

Write to us

You can write to the council by making what are known as written representations.

This is where you have the opportunity to:

- tell us in detail what impacts the development will have in your community,
- let us know why you support or object to a planning application.

To make sure your representations are considered and included on the agenda they should be submitted within 21 days from the date you were notified of the application.

Where you have made representation or have asked to be notified, we will let you know the date of the Sub-Committee meeting relevant to that application.

Whether you are speaking at the meeting or would just like to come along, please arrive at least 15 minutes before the start as the agenda can sometimes change.

Speak at a meeting

If you made a written representation you can register to speak at a meeting. Just contact the Committee Officer by phone on 020 8356 3338 or email democraticserviceteam@hackney.gov.uk by 4.00pm on the working day before the meeting.

Photographs and illustrative material can be presented at the meeting if it has been verified by the Planning Officer beforehand. It must be delivered to the Planning Sub-Committee Officer no later than 4.00pm on the working day before the meeting.

Please note that new representations cannot be presented at the meeting. Only in exceptional cases will the Sub-Committee consider additional representations submitted after the agenda and reports have been published. If any significant new information comes to light after the 21 days of consultation, let the Planning Officer know and they may refer to it in their presentation to the Sub-Committee.

Contact your local councillor

As long as they are not sitting as a member of the Planning Sub-Committee they may agree to speak for you at a meeting. Please contact the Members' Support Team on 020 8356 3350 to find out how to contact your local councillor.

How to Contact Us

For more information you can contact the Committee Officer by:

Phone: 0208 356 3338

Email:

democraticservicesteam@hackney.gov.uk

Write: Democratic Services Team
Hackney Council
Hackney Town Hall
Mare Street
London E8 1EA

On-Line: www.hackney.gov.uk/your-council

Other Information

Leaflet 1 – How to Have Your Say on
Planning Applications

Leaflet 3 – Planning Service Charter

Leaflet 4 – Pre-Application Advice for
Planning Applications