

How to have your say on  
Planning Applications

# Planning Information

Leaflet 1



**Hackney Council consults residents and other occupiers of nearby properties when we receive planning applications directly affecting them.**

**Consulting on a planning application is an essential part of the assessment process. This leaflet explains how you can get involved.**

## **How we will inform you**

There are five ways we can tell you about planning applications depending on who needs to know –

- by notification letter for neighbours /owners /occupiers,
- on a site notice displayed on or close to the site,
- in a press notice in Hackney Today newspaper,
- on our website,
- at meetings or exhibitions (for major applications that may have a significant impact).

## **How you can comment on a planning application**

The statutory consultation period is 21 days. However, Hackney Planning Service will consider all comments received up until the time a decision is made. If your comments are received after the statutory consultation period ends we cannot commit to being able to keep you fully informed as outlined on page 5 of this leaflet.

Comments can be made by anyone and can be objections, support, or observations about the application.

You can make your comments either by:

- going online at [http:// www.hackney.gov.uk/search-applications](http://www.hackney.gov.uk/search-applications),
- writing a letter,
- completing the submission form that is sent with the notification letter.

have  say

## What you can comment on

We can only take into account material planning considerations. These cover a wide range of issues including –

- loss of privacy,
- loss of trees,
- loss of daylight,
- visual appearance,
- traffic generation and road safety,
- noise or smell,
- something contrary to Council policy and/or London Plan policy,
- impact on Listed Buildings and/or Conservation Areas,
- impact of increased activity.

Matters that are not material to planning application assessment and cannot be considered are –

- requirements under building regulations or other non-planning laws such as structural stability, fire precaution or the like,
- private issues between neighbours such as party wall disputes, damage to property, private rights of way, covenants or the like,
- commercial competition,
- property values,
- loss of a view,
- alternative types of development you might prefer.

## Speaking with your local councillor

You can discuss planning applications with your local councillor. For information on how to contact them please go to [www.hackney.gov.uk/council-democracy](http://www.hackney.gov.uk/council-democracy) or alternatively write to them care of London Borough of Hackney, Town Hall, Mare Street, London, E8 1EA.

## What happens to your comments

All comments, for and against, an application are considered by the Council if they raise material planning considerations, as these can be taken into account during the assessment process.

It is important to note that along with your objections we must also consider local and national policy that may affect an application.

Copies of comments are kept on the planning file and must be made available to the applicant in the case of an appeal against the Council's decision.

**Once submitted to the Council, letters of objection or support become public documents which other interested parties are entitled to inspect.**

## Speak to your local councillor

You can discuss planning applications with your local councillor. For more information on how to contact them please go to [www.hackney.gov.uk/council-democracy](http://www.hackney.gov.uk/council-democracy) or call the Members' Support Team on 020 8356 3373

## How decisions are made

Decision on a planning application can be made in either two ways –

1. By the Assistant Director of Planning and Regulatory Services, for minor development such as a house extension or change of use. This is known as a ‘delegated decision’, and over 90 % of planning applications are determined this way.
2. By your elected Councillors at the Planning Sub-Committee for development with a wider community impact, such as a shopping centre, or which have attracted a significant level of objections. Planning Sub-Committee meetings are open to the public and you can register to speak at these meetings. Refer to *Leaflet 2 – How to have your say at Planning Sub-Committee*.

## How we will keep you informed

All comments received are acknowledged within 7 working days.

If Planning Sub-Committee are making the decision, those who have commented are informed of the date of the meeting and how they can make representations at the meeting.

We will also write to advise you of Council’s decision once the application has been determined.

# Types of Applications – Detailed information

Examples of Planning Applications	Types of Notification					
	Neighbour Letter <sup>(6)</sup>	Community Letter <sup>(7)</sup>	Site Notice <sup>(8)</sup>	Press Notice <sup>(9)</sup>	Meetings and Exhibitions	Web
Very minor development <sup>(1)</sup>						✓
Minor development <sup>(2)</sup>	✓					✓
Minor development likely to be of public interest <sup>(3)</sup>	✓	✓	✓	✓	Public meetings where appropriate	✓
Major development <sup>(4)</sup>	✓	✓	✓	✓	Public meetings, exhibition, workshops where appropriate	✓
Works to Listed Building <sup>(5)</sup> or demolition in a Conservation Area	✓ where external		✓	✓		✓

1. Including Minor Advertisements and householder applications.
2. Including commercial extensions, change of use and the like.
3. Including telecommunications, change of use to social club and the like.
4. Hackney Council defines major developments as –
  - Residential development with 10 or more dwellings or if site area is 0.5ha or more,
  - Any other use where the proposed floorspace is equal to or greater than 1000sqm or if site area is 1ha or more,
  - Proposal is of strategic or borough wide significance such as key housing sites, regeneration projects, infrastructure and transport projects.
5. External works to all Listed Buildings and internal works for Grade I and II\*.
6. Every neighbour that has a boundary to the site.
7. Extent of consultation is dependant on scale and form of the proposed document.
8. Site notice is erected on all street frontages directly affected by the development.
9. In 'Hackney Today' a local newspaper that is delivered to all households in Hackney.

## For further help and support

If you need help to write or express your views you can contact –

- The Duty Planning Officer on the details shown overleaf.
- The *Royal Town Planning Institute* can advise you of local planning consultants should you decide you require professional planning advice. Visit their website at [www.rtpi.org.uk](http://www.rtpi.org.uk) or phone 020 7929 9494.

The details of the application, including plans and drawings, are available –

- On-line at [www.hackney.gov.uk/planning](http://www.hackney.gov.uk/planning)
- If you do not have internet access you can inspect these documents on-line at Hackney Service Centre, 1 Hillman Street, London E8 1DY

For further information on Hackney's Planning consultation processes, please refer to *Appendix 3* of the *Statement of Community Involvement* which can be found on our website.

## *How to Contact Us About Planning Application Consultation*

### **Duty Planning Officer**

**Phone:** Monday to Friday 9am–5pm T: 020 8356 8062

**Face to Face:** Monday to Friday 10am–12pm or 2pm–4pm  
at Hackney Service Centre, 1 Hillman Street, London E8 1DY

### **Submit a Comment**

**On-line:** [www.hackney.gov.uk/planning](http://www.hackney.gov.uk/planning)

**Write to:** Hackney Planning Service, 2 Hillman Street, London E8 1FB

### **Other Contact Information**

**Phone:** 020 8356 3000 – General Enquiries

**Email:**

- General planning enquiries – [planning@hackney.gov.uk](mailto:planning@hackney.gov.uk)
- Planning enforcement enquiries – [planningenforcement@hackney.gov.uk](mailto:planningenforcement@hackney.gov.uk)
- Planning appeal enquiries – [planningappeals@hackney.gov.uk](mailto:planningappeals@hackney.gov.uk)

### **Other Planning Information Leaflets**

**Leaflet 2** How to have your say at Planning Sub-Committee Meetings

**Leaflet 3** Planning Service Charter

**Leaflet 4** Pre-Application Advice for Planning Applications