

NOTES ABOUT THE PLANNING PROCESS

All applications are dealt with by a case officer.

He/she will make sure that any other Council departments or outside bodies with an interest in a scheme have been consulted and given the opportunity to comment on it. This is a legal requirement and a minimum of 21 days is normally allowed for this procedure.

He/she will also make sure that neighbours are also told about the proposal either by letter and/or the display of a site notice and/or press advertisement and given the opportunity to comment. This is a legal requirement and a minimum of 21 days is normally allowed for this procedure. If anyone is interested in a particular application and have not already been consulted they can log on to our interactive service and view and comment on an application on line. Alternatively we have provided a comments reply sheet to this note. Please return it to the address below or email to developmentcontrol@hartlepool.gov.uk.

Development Control Manager
Level 1
Civic Centre
Hartlepool
TS24 8AY

The case officer will also visit the application site to assess the proposal in its surroundings.

Once the initial procedures have been completed, the case officer will make a detailed assessment of the proposal. If he/she has concerns and feels these can be overcome by changing the application in some way or by imposing a condition(s) he/she will discuss this with the applicant. Conditions could for example limit the hours of operation of a use to prevent late night disturbance to neighbours. If not he/she is likely to recommend refusal of the application.

If the case officer is satisfied with the proposal he/she is likely to recommend approval to it.

Major or particularly contentious applications will be considered by a Committee of Councillors (the Committee), which meets every four weeks. More straightforward applications, where Council policy or guidelines are clear or where there are not more than two letters of objections from the occupiers of different properties, do not have to go to Councillors for decision. Decisions can be taken by the Development Control Manager, sometimes in consultation with the Chair of the Committee.

The Council has introduced a procedure where applicants/supporters and objectors will be given the chance to speak to the Committee before it makes a decision on an application it has been asked to decide. Where more than one person wishes to speak for or against a proposal, one person will be

expected to represent the others. If anyone wants to speak to the Committee if it is asked to consider an application they should indicate on the reply sheet. The case officer will tell them later if the application is to be considered by the Committee. He/she will write to explain how this will happen.

In all cases a formal notice outlining the Council's decision on the application will be issued. There is a right of appeal against the decision if an applicant is unhappy with it. The procedure for an appeal will be explained on the decision notice and in the Planning Portal Appeal Guidance link on the Planning Application Appeals webpage.

There is no right of appeal for anyone other than the appellant.

Application No. _____

Proposal _____

Location: _____

I/we* wish to object/comment* on the above proposal.

I/we* want/do not want* to have the chance to speak to the Committee of Councillors if it is asked to consider this application.

(*please delete as appropriate)

NAME _____

SIGNATURE _____

ADDRESS _____

DATE _____

Telephone number* _____

*it is not essential that we have your telephone number but it will help us if we need to contact you quickly