

## **Guidance Notes to Neighbours**

When making your comments you should **only** refer to **planning issues** as the Council can only make a decision on planning grounds.

### **What is a Planning Issue?**

Planning is very broad and diverse. Consequently the planning issues differ between applications. Set out below are some general planning issues which may be applicable to most types of applications:

- Any policy in the Development Plan (i.e. Surrey Structure Plan and the Runnymede Borough Local Plan). The Local Plan can be viewed on the Council's website [www.runnymede.gov.uk](http://www.runnymede.gov.uk) by clicking the 'Council' button at the top of the home page. Click on the 'Runnymede Borough Local Plan' under the 'Local Plan' heading
- Government Planning Policy Guidance (available at [www.communities.gov.uk](http://www.communities.gov.uk))
- Previous planning decisions relating to the land
- External design and appearance
- Impact visually on local area
- Layout and siting of building(s)
- Noise and disturbance from proposal
- Loss of trees
- Flooding
- Loss of light/overshadowing
- Overlooking/loss of privacy
- Overbearing
- Adequate parking/turning
- Landscaping

### **What is not normally a Planning issue?**

- Matters covered or regulated by other legislation (e.g. Building Regulations, Control of Pollution Act, Licensing, Restrictive Covenants relating to the land);
- Private disputes regarding land ownership or boundaries (e.g. fences, private rights of way, rights to light etc);
- Matters subject to competition (e.g. number of takeaways in an area);
- Applicant's personal circumstances (e.g. background, illness, age or size of family etc)
- Noise and disruption during construction of proposed development
- Loss of private view
- Loss of property value
- Moral issues (e.g. gambling)
- Applicant's motives (e.g. profit)
- Stability/Capacity of drains
- Potential future uses
- Preference/need for alternative uses (e.g. houses instead of offices)

### **Should I Consult my Ward Councillor?**

Your Ward Councillor is your local elected representative on the Council. A current list of Councillors is available on the Council's website by clicking on the 'Council' box at the top of the page and click on 'Councillor's Search'. The membership of the Planning Committee is available by clicking on the 'Council' box and click on 'Committees' under the heading 'Membership'. Alternatively you can telephone 01932 425131 to obtain the names and addresses of your Ward Councillors.

### **Further Advice**

You may also obtain general advice on planning matters and some advisory leaflets at the public counter of the Technical Services Department at the Civic Centre, Station Road, Addlestone during normal office hours. However, specific or detailed enquiries about a particular site or about applications will normally require an appointment.

Advice and information on a particular application may be obtained over the telephone from the Case Officer. These details are given at the bottom of the page (see overleaf).

For further information about planning applications or about these notes, please telephone 01932 838383 or email [development.control@runnymede.gov.uk](mailto:development.control@runnymede.gov.uk).

**Our primary aim:** to enhance the quality of life for Runnymede residents