

# Glasgow City Council

## PLANNING FACTSHEET

### HAVE YOUR SAY

#### ADVICE ON HOW TO MAKE COMMENTS ON A PLANNING APPLICATION

#### INTRODUCTION

The environment in which we all live, work and enjoy our leisure time is shaped through the planning process. The Council wants to encourage the community to participate in forming the environment for these activities. The involvement of the general public is highly valued as this enables the Council to obtain a wide range of opinions from people who will be affected by development proposals. This will help it reach a balanced view on these matters. This not only applies to the formulation of planning policy which, through the **CITY PLAN**, will shape the environment over a longer period, but also to **PLANNING APPLICATIONS** for developments which might have a more immediate impact.

Anyone (individuals, groups or organisations) can make comments or objections on any planning application: you might want to support an application or you might want to object to it. These comments for or against a proposal are referred to in this **PLANNING FACTSHEET** as "representations". The purpose of the Planning Factsheet is to give advice on

- the procedure you should follow;
- the deadline the Council sets for making representations;
- what "material considerations" will influence the Council's consideration of the application;
- how your representations are handled by the Council;
- how to get help in making representations.

#### **THE PROCEDURE YOU SHOULD FOLLOW**

The Council will not consider verbal comments on applications, so if you want to make representations on an application, **you must do it in writing**. The usual ways of making representations are by letter, petition or email.

#### LETTERS

Representations must be signed, dated and have an address for an acknowledgement to be sent to. They should clearly state the grounds on which the representation is made. Pre-printed or standard copied letters of representation will be accepted for consideration, if they are individually addressed, signed and dated. These details are required so that the Council can send you or the persons making representations individual letters of acknowledgement that it has received the representation.

You should note that any comments you make will **not** be kept confidential: anyone will be able to see your letter of representation. Anonymous letters of representation will not be considered.

### **PETITIONS**

Petitions for or against a proposal may be submitted. These will be accepted and considered if

- Each page of the petition is headed with the objective of the petition;
- Signatories provide their name and addresses in a legible fashion; and
- The name and address of the petition organiser is included, so that the Council can send a letter of acknowledgement that it has received the petition.

### **EMAIL**

The Council will accept email representations on proposals. As with other objections, the grounds of representation must be included. You also have to give your name and address. This is required so that Committee can see any physical relationship between your property and the application site. You should use the following email address: -  
**[planning.representations@drs.glasgow.gov.uk](mailto:planning.representations@drs.glasgow.gov.uk)**

Email representation will be acknowledged via email only. As with other representations, these will **not** be kept confidential.

### **NOTE**

Letters, petitions or emails containing any material deemed to be racist or offensive will be disregarded and the material may be passed to the police to determine whether any further action should be taken.

## **THE DEADLINE THE COUNCIL SETS FOR MAKING REPRESENTATIONS**

Glasgow City Council prides itself on being an open and accountable authority. It wants to be fair to both the person making the application and the people who might want to make representations about it. Under Planning legislation, there are certain timescales within which representations on an application should be made. These are either 14 or 21 days, depending on the particular circumstances of the proposal. As the Council is under considerable pressure to deal with applications within the statutory period - usually two months - it is very important that, if you want to have your say about a proposal, you should make any representations as soon as possible, otherwise you might be too late.

Representations which follow the criteria noted above will be accepted any time before an application is decided or, in cases where an application is referred to Committee, the date on which the application is accepted on the agenda. This is usually six days before Committee. Only in exceptional cases, e.g. where it raises a new material consideration, will a representation received between the compiling of the agenda and the actual committee meeting be considered. Representations received after an application has been decided cannot be taken into account by the Council.

## **WHAT "MATERIAL CONSIDERATIONS" WILL INFLUENCE THE COUNCIL'S CONSIDERATION OF THE APPLICATION?**

Material considerations are the matters the Council can take into account in deciding on an application. If you want to object, your objection is not considered material if it isn't made for legitimate planning reasons. The Council has agreed that applications where non-material objections have been submitted are not required to be reported to Committee for decision. Here are some examples of material and non-material planning objections.

### **MATERIAL PLANNING GROUNDS**

- Contrary to the Development Plan
- Appearance (design, materials, scale, massing, etc)
- Traffic, parking and access problems
- Residential amenity (noise, overshadowing, overlooking, developing too much garden space)
- Effect on Listed Buildings and Conservation Areas

### **NON-MATERIAL PLANNING GROUNDS**

- Loss of a private view over someone else's property
- Loss of the value of your property
- Breaches of feu restrictions or other such burdens on the title of the property
- Fire hazard
- Competition amongst shopkeepers
- Matters covered by other legislation e.g. Building Control (structural stability etc) where there's no overlap in legislation

Non-material objections won't influence the Council's decision on the application, so it's important that you bring forward representations that are based on material planning considerations only.

## **HOW YOUR REPRESENTATIONS ARE HANDLED BY THE COUNCIL**

If you make representations to the Council in accordance with the above guidance, you will receive an acknowledgement (unless the application has already been decided). The Council will take your comments into account if they are material considerations. Anonymous representations will not be taken into account nor will non-material objections, as mentioned above.

Your representation will be copied to the local Councillor whose ward includes the application site. It will be summarised in any report to Committee by the planning officer dealing with the application and the original text of your representation will be available at Committee so that the members of the Committee can examine it, if they wish to.

Once the Council has decided the application, you will be notified of the Council's decision in writing.

All representations, either for or against an application, should be sent to  
**Development and Regeneration Services**  
**Development Control**  
**Glasgow City Council**  
**229 George Street**  
**Glasgow**  
**G1 1QU**

Or to the Development Control email address shown below  
**planning.representations@drs.glasgow.gov.uk**

The Council receives a great number of applications every year and planning officers will not enter into correspondence with objectors about a proposal prior to its assessment nor necessarily the way a decision was reached after an application has been determined. The way an application is assessed is documented in any Committee report prepared. This is, of course, available for public inspection, either in hard copy from

**Committee Services (phone number 0141 287 4516) or on the Council's web site -  
glasgow.gov.uk**

### **HOW TO GET HELP IN MAKING REPRESENTATIONS**

There are various ways you can get help in understanding the planning process and making your views known about an application. For general advice on the planning process, you should contact the Council, either by calling into the Council offices at 229 George Street or by phoning - 0141-287 8555.

If you want further details on a particular application, a copy of the plans will be available for you to examine at 229 George Street during normal working hours - 9.00 until 17.00 Monday to Thursday (9.00 until 16.00 on Friday). Plans will not be sent out to you unless you are a statutory consultee, such as a community council. Please note that planners will be happy to clarify details of a proposal with you, but will not provide you with grounds of objection.

If you need help in making your representations, you might wish to consider contacting any local community groups such as community councils, tenants and residents associations and amenity societies.

For free advice on planning matters, you might also wish to consider contacting Planning Aid for Scotland (0131 555 1565). This organisation is staffed by planners, but is independent of the Council.

Planning consultants will also offer you assistance on planning matters, but you will probably have to pay for this. A leaflet on planning consultants is available from Reception at 229 George Street.