Planning Applications

How to tell us your views and guidance on speaking at the Committee meeting

This leaflet is for anyone who may be affected by a planning application.

It explains how to find out about the details of an application and how to make your views known, both in writing and by speaking at the Planning Committee.

It also explains how the planning application process works and how decisions are made.

If you have any queries about the process please contact us.

Why are you being consulted?

We have contacted you because someone has made a planning application for a development that may affect you. We want to make you aware of the proposal and give you an opportunity to comment. You may wish to view the planning application and plan drawings or keep in touch with the application's progress. You can do so at our website: **www.birmingham.gov.uk/planningonline** or at your nearest Birmingham City Council library. You will be able to view the plans electronically by using their public internet access facilities. Please note that some libraries require you to make an appointment.

Help with understanding the application

If you wish to talk to a Planning Officer about the application, please contact us. If you are housebound or have a disability that makes it difficult for you to view or understand the plans, or you need an interpreter, please let us know. We will do our best to help.

What sort of comments can we accept?

Under planning law, we can only take into account comments on planning issues. For more information on this please see **What can I say to the Committee?** on page 3, which applies equally to written comments.

How to comment or find out more information

To find out more about the application you are being consulted on, the documents and plans are available online at:
www.birmingham.gov.uk/planningonline

If you want to comment we would prefer you submit them at: **www.birmingham.gov.uk/planningonline**

Alternatively, you can write, e-mail or telephone. Contact details can be found on the back of this leaflet. Comments should reach us by the date given in our letter to you. We may not be able to take into account comments received after this date. Your local Councillor may be able to help submit your views on the application.

What happens next?

All comments we receive about a planning application are taken into account before a decision is made. By law, any comments you make about the application must be made available for public viewing. Should an application go to appeal, your original comments as submitted may be published on the Planning Inspectorates website. We are unable to acknowledge receipt of your comments, but we will inform you of the decision. Our target is to consider all planning applications within 8 weeks, but larger or more complex applications can take longer. We aim to inform you of the outcome within 5 working days following the Council's decision.

Speaking at the Committee meeting

Larger or more complex applications

The Planning Committee decides the larger or more complex planning applications in the City. Any written (or verbal) comments we receive in advance of the meeting are reported to the Committee who take them into account when making a decision on an application. In addition to this well-established practice, **you have the opportunity to speak to the Committee when they meet to discuss the application. You do not have to speak if you do not want to**. Comments and objections made in advance of the meeting carry just as much weight.

Where applications are reported for information only (usually progress reports on large schemes), the applicant may be invited to make a 10 minute presentation. See the website for more information. **It is advisable to submit your request to speak at Committee as early on in the process as possible.**

Minor applications

Senior Officers are given responsibility to decide more minor applications - including most applications from householders. **Most of these applications do not go before the Planning Committee. The right to speak only extends to applications decided by Committee.**

If the application you are interested in is going to Committee and you have registered that you want to speak, **we will contact you to tell you when that application is going to Committee**. Unfortunately we can only give a few days notice. The Committee usually meets on a Thursday morning at the Council House in Victoria Square. We will try to contact you by the Tuesday before. You will be sent the officers report along with details of the time and venue of the meeting.

Who is entitled to speak?

You will be able to speak at the Committee meeting if you:

- Object to a planning application which is recommended for approval.
- Support a planning application which is recommended for refusal.
- Have submitted a planning application and the Committee is being recommended to refuse the application, or if an objector is speaking to the Committee against your application.

In most cases, only one person may speak on behalf of either the objectors, supporters or applicant. However, if the application raises lots of different views from different parts of the community the Chair may allow more than one person to speak.

Registering your request to speak

If you are thinking of speaking, please contact us as soon as possible. Do not wait to find out when a report is going to Committee before registering to speak. Put your request in early as it can easily be withdrawn. We cannot accept speakers after 12 noon on the Monday before an application is to be heard by the Committee the following Thursday.

You can register your request by contacting us on (0121) 303 3141 or on our website at: **www.birmingham gov.uk/planningspeakers** where more information is available.

If English is not your first language and you require an interpreter, please let us know at the time you request to speak.

What happens then?

In the interests of fairness, we will then try to contact other parties to give them the opportunity to speak to the Committee too. We will contact you when the Committee date has been confirmed.

What can I say to the Committee?

We can only allow applicants/agents and supporters a total of 3 minutes in support of the application, and objectors a total of 3 minutes against the application, **regardless of the number of people who wish to speak**.

Comments must be on planning issues. These include loss of light or privacy, highway safety, traffic and parking issues, noise, amenity, pollution, historic buildings, conservation, wildlife, design and appearance of the development.

You will only be allowed to address the Committee once, when a particular application is first considered. If an application is deferred after you have spoken, only written comments are subsequently allowed.

The City Council also has to take into account national and local policies and Government guidance, and you may wish to refer to these.

Issues which cannot be taken into account include the developer's motives or morals, loss of view, effect on property values, private rights, covenants, construction noise and boundary disputes.

Please don't make statements that are personal, slanderous or abusive, and do not interrupt another speaker or the Committee debate.

Please note that the introduction or submission of additional evidence in the form of written documents or photographs for display, circulation or distribution will not be permitted at the Planning Committee meeting.

At the meeting

A Planning Officer will introduce the application and make any additional comments to the written report. Speakers will then be asked to address the Committee - objectors first followed by supporters and the applicant/agent. The Planning Officer will then be asked to respond to any points raised and then the Committee will discuss the application and make a decision.

After the meeting

A letter will be sent to all speakers to inform them of the decision made on that application.

What we will do with your personal data

Speaking at Planning Committee

If you are requesting to speak at Planning Committee we may need to pass on your contact details to other speakers who have requested to speak on the same application. This is because there is a combined total of 3 minutes for all objectors to make their public address and the same for supporters of the application. Sharing the contact details allows requestors to collaborate a response together.

Commenting on a Planning Application

If you make comments on a planning application, we do not currently publish these online, however they are available for inspection by the public and copies provided on request. Therefore you might like to ensure phone numbers, signatures and e-mail addresses are omitted.

Getting in touch

Click

The quickest and easiest way of getting in touch.

E-mail:
Planning:
planning.enquiries@birmingham.gov.uk

Building Control:
building.consultancy@birmingham.gov.uk

Service Complaints:
planningcustomerservice@birmingham.gov.uk

Web:
Planning:
birmingham.gov.uk/planning

To speak at Committee:
birmingham.gov.uk/planningspeakers

Publications:
birmingham.gov.uk/documentlibrary

Listed Buildings and Conservation:
birmingham.gov.uk/buildingconservation

Building Control:
birmingham.gov.uk/buildingconsultancy

Where to find us:
birmingham.gov.uk/planninglocation

Call

Planning: **(0121) 303 1115**

Building Control: **(0121) 675 7006**

Textphone (Minicom): **(0121) 303 3992**

Visit

Planning and Building Control
1 Lancaster Circus
Queensway
Birmingham
B4 7DJ
(Location Plan available on our website)

Planning Committee
The Council House
Victoria Square
Birmingham
B1 1BB
(Location Plan available on our website)

Any local library to view Plannning Application details using their internet facilities.

For a copy of this leaflet in large print, another language or other alternative format, please contact us.
Telephone **Planning Direct**: (0121) 303 1115 Textphone (Minicom): (0121) 464 0938

Have you clicked yet? Council Services 24/7
birmingham.gov.uk