

## **Planning - Letters of Representation**

### **Personal data**

The documentation for planning applications and any representations received in response to them must be made available for public inspection, in accordance with the Local Government (Access to Information) Act 1985. Provision is made within the Data Protection Act 2018 for publishing such information. This means that we cannot treat such documentation or representations as confidential. We will redact e-mail addresses, telephone numbers and signatures before publishing letters of representation online, but the name and postal address of the author will not be removed. Please do not include other personal or sensitive data within your representations.

The name and postal address of those making representations is crucial so that the Council may establish who and where representations come from so comments can be given full weight and for transparency. If you do not want your name and address to be published or do not provide both a name and postal address your comment will be treated as anonymous. Any anonymous representations will be given little or no weight in the decision making process.

### **Petitions**

Planning petitions should include a data protection statement which includes clarification that all those who have signed the petition are aware that their information will be placed in the public domain. We suggest that you include a statement on your petition to notify those who sign the petition that their information will be placed in the public domain and that they should not include personal information about a third party.

### **What can I say?**

You can say whatever you want with regards to your views on the actual planning application. However please note that the planning officers can only take into account relevant Planning matters and will need to disregard any non-planning issues.

### **Relevant Planning matters**

1. Design of a building
2. Traffic/parking issues
3. Loss of privacy, overlooking and loss of light
4. Noise and disturbance
5. Loss of open space/green space/habitats
6. Overdevelopment or underdevelopment
7. Effect on character of listed building or conservation areas
8. Land ownership

### **Discriminatory, offensive and defamatory representations**

If we receive comments about a planning application that are considered to be discriminatory, offensive or defamatory, these remarks will not be included in any reports or published on the Council's website. A discriminatory representation is one which could include words, phrases or comments which are likely to:

☒ Be abusive, insulting or threatening

☒ Apply pressure to discriminate

☒ Stir up hatred or contempt of a particular part of the community

☒ Be offensive to a particular group

We reserve the right to withhold from publication on the website any comments or parts of comments not considered suitable for public view.