

# Guidance on The Planning Process

These notes have been collated from Wiltshire Councils website, to assist residents who wish to support or oppose a planning application

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## Commenting on an application

Before planning applications are considered by the Wiltshire Council (who are the planning authority and oversee planning matters), members of the public and other interested parties (including your Parish Council) are invited to send us their comments regarding the application. This may be done online, using the Planning & Building Control Public Register by email, or by post. The deadline for the receipt of comments will be shown on the “application details” page of the website, as the Consultation Expiry date.

## Commenting online

To submit comments online, please search for the planning application using the Search for an application: Planning & Building Control Public Register (opens new window) page. Comments can be submitted up until the Consultation Expiry date (which is a minimum of three weeks), using the ‘comment on this application link’ of the “application details” page.

If the consultation date has passed, it will not be possible to comment using this link. However, you can still submit your comments via email to [developmentmanagement@wiltshire.gov.uk](mailto:developmentmanagement@wiltshire.gov.uk)

## Will my comments be made public?

All comments will be published on our website under the terms of the Local Government (Access to Information) Act 1985. Representations and comments that we publish are the views of the consultees and members of the public who make them and not the views of the Council. We make all decisions on the application in line with established procedures and after careful scrutiny.

Please make sure that you only provide information, including your personal information, that you are happy for other people to see. If you supply other people’s personal information, please make sure that you have their permission. We do not edit consultation responses unless there is a specific reason to do so that is considered to be in the public interest. See our Privacy Notice for further information.

Comments should not be of a discriminatory, defamatory or libelous nature. Any comments received like this will not be published or considered.

**If you have a question or you require further advice regarding this subject please contact the planning team on 0300 456 0114.**

# What will be considered?

The key point to remember is that you can only comment on 'material considerations' that affect the application. These include things such as, but not exclusively;

Planning Policies - are there any policies in the Development Plan, including any relevant Neighbourhood Plan that relate to the proposal? The Development Plan includes the Wiltshire Core Strategy; Neighbourhood Plans; Wiltshire Housing Sites Allocation Plan; Chippenham Sites Allocation Plan; and Minerals and Waste Plans. These documents can all be found on our Planning policy (Local Plan) page.

Government Guidance, Planning Policy Guidance and Statements

History - previous decisions, particularly appeals

Comments from consultees

Amenity e.g. privacy, sunlight, daylight, noise and smell

Highway safety

Nature, archaeology conservation and landscape

Impact upon adjacent land use

Design

Human Rights Act

# What won't be considered?

We will not consider matters that are not material or relevant to the application as these are outside the boundaries of the planning process and are regarded more as civil matters between parties. These include things like;

Loss of value

Loss of view

Viability, including matters such as party walls and structures

Private rights (access)

A change from a previous scheme

Moral issues

Restrictive covenants

Land ownership

Competition

The development has already taken place prior to an application being submitted

# How To Comment

## Comment online

To submit comments on an application, please search for the planning application using the Search for an application: Planning & Building Control Public Register page.

Comments can be submitted up until the Consultation Expiry date (which is a minimum of three weeks), using the 'comment on this application link' on the application details page. If the application is not open to comment on using this link, you can still submit your comments via email to [developmentmanagement@wiltshire.gov.uk](mailto:developmentmanagement@wiltshire.gov.uk) (opens new window) up until the target date for decision, however we cannot guarantee that any late comments will be accepted. Please include the planning application reference number and your postal address as we cannot consider comments that are anonymous or that do not include your address.

## Comment by email

You can send your email to [developmentmanagement@wiltshire.gov.uk](mailto:developmentmanagement@wiltshire.gov.uk) (opens new window).

## Comment by post

Send your comments to any of the three main council buildings:

Bourne Hill, Salisbury, Wiltshire, SP1 3UZ

Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Monkton Park offices, Monkton Hill, Chippenham, Wiltshire SN15 1ER

# Development Plan

Planning policy documents are produced to inform decisions when approving or rejecting planning applications as well as to outline a vision for when and where future development in the area should take place.

All of the planning policy documents within one local planning authority area are collectively known as the Development Plan. These documents are prepared to implement plans that help address needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as forming a basis for safeguarding the environment and securing good design.

Within Wiltshire there are a number of planning policy documents that collectively form the Development Plan. Wiltshire Council Development Plan documents act as a critical tool in guiding decisions about individual development proposals, acting as the starting-point for considering whether applications can be approved.

In Wiltshire, the Development Plan includes the Wiltshire Core Strategy incorporating saved policies from district local plans, Chippenham Site Allocations Plan, Wiltshire Housing Site Allocations Plan, Minerals and Waste Plans and made Neighbourhood Plans.

YOU CAN VIEW the **LAVERSTOCK & FORD NEIGHBOURHOOD PLAN** on our website [www.laverstockford-pc.gov.uk/neighbourhood-plan](http://www.laverstockford-pc.gov.uk/neighbourhood-plan)

or ask to see a copy at the parish office, located at the River Bourne Community Farm, Laverstock, SP1 1RS call 07771 802839

**Wiltshire Councils Core Strategy and Planning Policies and any updates can be found via [wiltshire.gov.uk](http://wiltshire.gov.uk)**

[Home](#) > [Services](#) > [Planning and building control](#)

## Planning policy

**Planning policy is used to help determine planning applications, guiding what can be built, where, and how. It is also used to plan for future needs, assessing what change is likely to happen and where, and what policies are needed to achieve this.**

It is worth noting that Policy 25 relating to Old Sarum Airfield has been removed from Wiltshire Councils DRAFT Local Plan, see below for how you can take part in the consultation process currently underway.

Wiltshire Council has published the draft Wiltshire Local Plan, which is a development plan document, for a formal eight week consultation period. The consultation is running from **Wednesday 27 September, to Wednesday 22 November.**

This is an opportunity for all interested parties to have their say on the proposals. There will be a live webinar, and 16 drop-in events at libraries and leisure centres across the county. Further information on these events and how to submit your comments can be found on Wiltshire Councils Local Plan pages.

# Have your say on the Wiltshire Local Plan (the Plan)

## Before you comment on the Plan

Visit the online consultation portal via [wiltshire.gov.uk](http://wiltshire.gov.uk)

[Home](#) > [Services](#) > [Planning and building control](#) > [Planning policy \(Local Plan\)](#) > [Local Plan](#)

## If you have no access to the internet your local library will be able to help you access this information

Comments (known as ‘representations’ in this context) can be submitted online using the council’s consultation portal. This is the recommended route, and the simplest, as it allows you to comment directly on the Plan as you look through it. It ensures your comments are relevant and can be easily examined by a Planning Inspector. Access to the portal and instructions on how to use it are below.

### Instructions on how to use the online consultation portal

Submitting comments (representations) via the consultation portal is simple, and is as follows:

1. follow the link to the consultation portal (top of page)
2. navigate and read through the Plan using the navigation pane
3. to comment, click on the green speech bubble on the part of the Plan you wish to comment on (the form will pop-up on your screen for you to complete). You can add multiple comments on separate sections of the plan should you wish to do so
4. there is an option to upload attachment(s) to your comments at the end of the representation form, should you wish to
5. when you are finished, make sure you submit your comments by clicking ‘complete’ and then ‘submit’ (you will receive an email if you have any representations you are yet to submit, to prompt you to finish them)
6. you will receive an email once your comments are submitted
7. We have also prepared a short video demonstration on how to submit comments: [Local Plan consultation - how to submit a comment \(youtube.com\)](#) (opens new window).

### Interactive map

You can also view the Plan on Wiltshire Councils ArcGIS mapping platform, where they have created interactive maps that illustrate each of the policies, and made available a series of stories taking you through the chapters of the Wiltshire Local Plan Review.

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## Consultation portal

Instructions on how to use the online consultation portal

Email or post

If you are unable to access the consultation portal, you can ask someone to download the form: Wiltshire Local Plan Regulation 19 representation form (OpenDocument text format) [48KB] from their website and submit your comments via email or post.

### **Email**

[spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk)

### **Post**

Spatial Planning  
Planning Directorate  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN