Strategic Development, Resource Management

Development Control Manual

June 2017
Table of Contents

1. Introduction ........................................................................................................................................... 4
2. Pre application procedures ................................................................................................................. 4
3. Submission and Validation ................................................................................................................ 5
4. Publicity ................................................................................................................................................ 5
5. Consultations ....................................................................................................................................... 6
6. Handling alterations to planning application proposals before determination .......................................................... 7
7. Site visit procedures ............................................................................................................................ 8
8. Public Speaking at Committee ........................................................................................................... 9
9. Determining the application ................................................................................................................ 9
10. Handling minor alterations post determination ............................................................................. 10
11. Post determination approval of submitted details .......................................................................... 10
12. Enforcement and Monitoring .......................................................................................................... 11
13. Schedule 1: Extract from the County Council’s Statement of Community Involvement adopted in 2015 ........................................................................................................ 13
14. Schedule 2: Requirements for Publicity ........................................................................................... 14
15. Schedule 3: Conducting Councillor Site Inspections .................................................................... 15
16. Schedule 4: Commenting on applications for planning permission made to Suffolk County Council ................................................................................................................. 17
1. Introduction

1.1 This Manual sets out the procedures the County Council will follow in determining planning applications for which it is responsible. It is supplemented by an internal Administration Handbook for officers working in the County Development Control Service.

1.2 Note: throughout this Manual references to the GPDO and DMPO are references to:

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and:


2. Pre application procedures

2.1 Pre application discussions

2.1.1. Applicants are encouraged to discuss their proposals with the County Council well before they are submitted as a formal planning application. The benefits of this are:

a) The applicant can be advised on whether the proposed development is in accordance with planning policy and is likely to be acceptable and if not whether it could be amended to make it acceptable.

b) The material required to be submitted with the application can be discussed and any deficiencies identified, thus giving the applicant the opportunity to address them properly.

c) Delays are minimised in handling the application.

2.1.2. At present the County Council does not charge for pre application advice.

2.2 Pre application community engagement

2.2.1. The County Council encourages applicants to engage the local community in meaningful discussions about their proposals before being submitted for planning permission.

2.2.2. The Council has produced a “Statement of Community Involvement” (SCI) which sets out the Council’s expectations relating to pre-application community engagement. This was adopted in November 2015 and can be viewed on the County Council web site at:

2.2.3. The relevant extract from the SCI is set out in Schedule 1 to this Manual.

3. Submission and Validation

3.1 It is essential that planning applications are properly completed and are accompanied by sufficient information to allow the County Council to fully understand what is proposed, carry out full consultation and determine them.

3.2 Incomplete or inadequate applications lead to delay, unnecessary work, and confusion on the part of the public or consultees.

3.3 Suffolk County Council adopted its “Local Planning Application Requirements” in 2015. These should be read in conjunction with the National Planning Validation Requirements.

3.4 The County Council’s validation checklist and notes for guidance can be viewed on the Council’s website at:


3.5 The National Planning Validation Requirements can also be viewed on the Council’s web site at:


3.6 Where the County Council considers additional information is required in order to determine an application, it will request this at the earliest possible stage in the determination of the application.

4. Publicity

4.1 The DMPO outlines the minimum requirements for publicising planning applications. These require the County Planning Authority to undertake one or more of the following depending on the nature of the development: site notice, neighbour notification or press advertisement. (More detail on the circumstances where advertisement is required is set out in Schedule 2 of this Manual).

4.2 For each application the County Council will place a site notice on, or near, the site and carry out neighbour notification in accordance with the guidelines set out below. Press advertisement will only be undertaken where required by the Regulations. Notices will be placed in one local paper circulating in the vicinity of the proposed development.

4.3 Neighbour notification will be undertaken at the case officer’s discretion. In deciding whether to neighbour notify, and the extent of such notification, the
case officer will have regard to the degree to which they consider the proposal would materially affect the amenity of owners or occupiers of land or properties in the vicinity of the proposed development.

4.4 The extent of neighbour notification will depend on the nature of the development, its size, scale and likely impact.

4.5 The County Council has considered whether to set notification distances for particular types of development but has concluded that this would be arbitrary and that a case by case assessment made by the case officer is more robust.

4.6 Residents will be given 21 days to respond to notification (and allowance will be made for any public holidays that fall within the period). Where re-notification is considered necessary, for example because a proposal has been amended or further information has been submitted which warrants further notification, residents will normally be given a further 14 days to respond.

5. Consultations

5.1 The County Council is required to consult certain bodies and organisations as set out in the DMPO. It also consults, on a discretionary basis, a number of “non statutory” consultees, such as local amenity societies and local interest groups.

5.2 Consultation responses are an important part of the planning application process and the County Council values the comments made.

5.3 Consultation will be carried out as early as practicable in the determination process and will be carried out within 7 days of validation of an application.

5.4 The case officer will decide which bodies or agencies should be consulted taking into account the statutory requirements in the DMPO and whether the proposed development is likely to affect an issue of interest to the particular consultee. For example, if the proposal would affect a Conservation Area we would normally consult the local Civic Society.

5.5 Consultees will be given 21 days to respond (and allowance will be made for any public holidays that fall within the period). Where re-notification is considered necessary, for example because a proposal has been amended or further information has been submitted which warrants further consultation, consultees will normally be given a further 14 days to respond.

5.6 The County Council will normally allow, on request, additional time for consultees to respond where that consultation is critical to the consideration of the application. However, consultees should also be aware that the County Council will seek to determine planning applications within the time limits set out in the DMPO namely:

a) For minor applications within 8-weeks
b) For major applications within 13-weeks and
c) For applications accompanied by an Environmental Statement within 16-weeks.

5.7 The introduction of validation requirements for planning applications should ensure that in the majority of cases the consultee has all the relevant information they require to make a full and detailed response.

5.8 Where a consultee considers that the application is deficient in supporting information they should contact the case officer at the earliest opportunity so that the applicant can be asked to provide additional material if considered reasonable to do so by the case officer.

5.9 Consultees will not be reminded of the consultation deadlines and where no response has been forthcoming within the statutory period the County Council will proceed, if appropriate, to determine the application.

6. Handling alterations to planning application proposals before determination

6.1 It is frequently the case that an applicant will wish to amend submitted proposals prior to the planning application being determined. Reasons for seeking alterations include:
   a) Advice and recommendations from the case officer
   b) Further information received from consultees
   c) To accommodate & resolve objections received from objectors or consultees

6.2 Where pre-application discussions with the County Council and consultees have taken place and/or there has been pre-application community engagement there should be less reason for alterations to be made after submission.

6.3 The County Council will normally accept minor alterations to applications provided they do not:

6.3.1. Fundamentally alter the submitted proposal. For example, it would not be acceptable to treat as a minor alteration changes which fundamentally affect the nature of the proposed development, significantly affect the size of the application site, or significantly affect the proposed siting, size, height or appearance of the submitted proposal. Where such alterations are required the applicant will be advised to withdraw the submitted proposal and resubmit a new application.

6.3.2. Require significant changes late in the determination process, which would necessitate re-consultation with consultees or re-notification with neighbours. The County Council will seek to determine planning applications within the statutory time limits set out in paragraph 5.6 above.
6.3.3. Require significant changes late in the determination process, which would necessitate re-consultation with consultees or re-notification with neighbours. The County Council will seek to determine planning applications within the statutory time limits set out in paragraph 5.6 above.

6.4 Case officers will seek to advise applicants of any recommended alterations within 3 weeks of the validation of an application.

7. Site visit procedures

7.1 On occasions it may be considered desirable for members of the Development Control Committee to visit a site before coming to a decision on a particular application.

7.2 The County Council’s procedure for carrying out Councillor site inspections is set out in Schedule 3 to the Manual.

7.3 The County Council “reserves” dates for carrying out site inspections prior to each Committee meeting. The need for an inspection and the itinerary for the visit will normally be agreed between the Chairman of the Committee and the Head of Planning. The advantage of this approach is that applications are not held up pending the inspection which would occur if such decisions were delayed until the date of the Committee.

7.4 In some cases however, where a pre committee meeting site inspection has not been carried out the Committee may decide on the day of the meeting that a site inspection is required. In these circumstances the application will normally be deferred until the next committee meeting.

7.5 Objectors to and supporters of a planning application will be invited to attend the site inspection. It is stressed that the committee will

a) Not debate the merits of the proposal on the visit
b) Not make a decision on the application on the visit
c) Only consider matters of fact which may be drawn to their attention by objectors and;
d) Will not engage in dialogue with objectors or answer questions other than in relation to matters of fact e.g. what would be the height of the building?

7.6 Reference should also be made to the Council’s arrangements for public speaking at Committee, which are outlined in Section 8 below.
8. Public Speaking at Committee

8.1 The County Council allows public speaking at Committee. The current procedures for speaking at Committee can be viewed on the Council’s web site at:


8.2 In brief, the procedures allow the following categories of speaker to address the Committee each for a period of up to 5 minutes.

a) An objector (who has objected in writing)

b) A representative of the Parish/Town Council (or Parish meeting) or other public body (whether as supporter or objector)

c) A supporter (normally the applicant).

8.3 The local County Councillor may also address the Committee.

8.4 Members of the public are not allowed to question councillors, officers or each other. Councillors may ask questions on issues of fact or for clarification of people speaking at Committee.

9. Determining the application

9.1 The County Council’s scheme of delegation is set out in its Constitution which can be viewed on the Council’s website at:


9.2 The Constitution allows the Director responsible for planning to determine planning applications in accordance with the scheme of delegation. Subject to the general caveat in paragraph 9.2 the Director may determine any application for County Council development (except for proposals which affect land which is managed by the Director which fall to be determined by the Head of Legal). This applies to applications where no objections have been received.

9.3 Where between 1 and 4 objections have been received from non-statutory consultees* the application shall be referred to the Local Member(s), Chair and the Vice Chair of the Development Control Committee who may call in the application for determination by the Development Control Committee or otherwise allow the matter to be dealt with under delegated powers. Where more than 5 objections have been received from non-statutory consultees* the application must be reported to the Development Control Committee for determination. Where any statutory consultees* have objected to an application the application must be reported to the Development Control Committee. Matters relating to how the Development Control Committee operates are set out in the County Council’s Constitution.
9.4 More limited delegation is permitted in respect of Minerals & Waste applications. Sites over 1ha in are not allocated in the Minerals Local Plan are still required to go to committee independent of whether there are objections or not.

9.5 In accordance with the Constitution, the Director responsible for planning has further delegated his authority to the appropriate Assistant Director and the Head of Planning to exercise these delegated functions.


10. Handling minor alterations post determination

10.1 Section 96(A) of the Town and Country Planning Act 1990 (as amended) now provides for “Non Material Amendments” (NMA) to be made to planning permissions. Applicants applying for an NMA should use the appropriate form which is available from the Planning Portal The current guidance can be found on the gov.uk website at: https://www.gov.uk/guidance/flexible-options-for-planning-permissions

10.2 Where the County Council is willing to accept an NMA application and decides to approve it the approval will be in the form of a letter. This does not result in the grant of a new planning permission and an approval of an NMA should be read in conjunction with the relevant original planning permission.

10.3 There is also provision for making an application for a minor material amendment to a planning permission under Section 73 of the Town and Country Planning Act 1990 (as amended). Again, applicants are advised to read the Gov.uk guidance before submitting an application.

10.4 In contrast to NMA applications, if the County Council approves a minor material amendment application it will issue a new, separate, planning permission.

11. Post determination approval of submitted details

11.1 Conditions are often imposed on planning permissions requiring the submission of details for subsequent approval. For example, landscaping/planting schedules. Other conditions may be “ongoing” i.e. hours of use limitations.

11.2 If a developer wishes to amend or vary a condition of a planning permission the County Council will normally expect developers to make a formal application to do this under Section 73 of the Town and Country Planning Act 1990 (as amended).
12. Enforcement and Monitoring

12.1 The County Council regularly monitors minerals and waste management sites and employs a dedicated Monitoring & Enforcement Officer. A schedule of regular monitoring inspections has been established following consultation with site operators.

12.2 A risk-based approach has been taken to establish the frequency of monitoring. Factors taken into account are the size of the site, its potential for environmental impact, the past record of the operator in complying with conditions and whether the operating company has adopted robust procedures for self-regulation such as ISO 14001:2015.

12.3 Active sites will be monitored more frequently than dormant sites which will be monitored annually. The frequency of monitoring will be reviewed each year. Some visits will be pre-arranged whilst others will be carried out without notifying the operator. For each visit a formal record of the inspection will be produced, a copy of which may be sent to the operator.

12.4 For the County Council’s own development, the arrangements for monitoring & enforcement are more informal. There is an expectation that those carrying out County Council development will have obtained the necessary planning permissions and that conditions of consent will be complied with.

12.5 Notwithstanding this, sites will be monitored on an ad hoc basis and any breaches identified will be drawn to the attention of the applicant department. The County Council cannot institute enforcement proceedings against itself but the “Local Monitoring & Enforcement Plan” referred to below sets out an internal procedure for dealing with such breaches. It is not anticipated that there should ever be a need to invoke this procedure. Regular liaison with the relevant directorates should ensure that breaches can be dealt with at officer level and at the earliest possible opportunity.

12.6 The County Council’s practice and procedure for enforcement is set out in the Council’s “Local Monitoring & Enforcement Plan” a copy of which can be viewed on the Council’s web site at:

12.7 The Town and Country Planning Act 1990 (as amended) provides a range of enforcement options to the County Council. It stresses however that planning authorities should only take enforcement action when it is considered expedient to do so having regard to the development plan and any other material planning considerations.

12.8 Whilst it is not illegal to carry out development without planning permission or to carry out development in breach of a condition of planning permission to do so risks the institution of enforcement action by the County Council.

12.9 The County Council does not condone the carrying out of development without planning permission or in contravention of a planning condition and strongly advises potential developers to seek advice from the County Council about the need for planning permission before starting work.

12.10 However, some breaches of planning control can be relatively minor in scale and impact. The County Council will consider each case on its merits and seek to take enforcement action where it is considered expedient to do so. Any enforcement action taken will be proportionate to the scale of actual, or potential, environmental risk associated with the breach.

12.11 In most cases, the decision whether to take enforcement action or not has been delegated to the Director responsible for planning who has further delegated this authority to both the appropriate Assistant Director and the Head of Planning.

12.12 In practice, breaches of planning control will be discussed between the Monitoring & Enforcement Officer and their team leader and a recommendation of enforcement action (or a decision not to institute enforcement action) will be agreed with the Head of Planning.

12.13 The procedures for taking enforcement action are set out in the County Council's Constitution. Before issuing a Stop Notice [but not a Temporary Stop Notice] the Director shall consult with the Chairman and Vice-Chairman of the Development Control Committee and shall notify the local councillor(s) for that division.


This extract sets out how the County Council will expect potential applicants to engage with the local community before submitting a formal planning application.

The County Council’s “Local Planning Application Requirements” require applicants to whom this SCI relates to demonstrate the community engagement that has been carried out and to explain how the proposals have been developed to take account of the views of the local community.

Extract from Statement of Community Involvement Section 5 Consultation on planning applications:

“40. The Government has indicated that it expects developers to have carried out more consultation with local residents, and statutory and non-statutory consultees before planning applications are submitted than is currently the case. The extent of such consultation will vary, depending on the nature and scale of the proposals. It is expected that, through the normal pre-application discussions, the County Council will agree appropriate consultation strategies with developers, local communities (parish councils) or, where they are in place, community liaison groups associated with minerals sites.

41. For applications that will be viewed by the County Council in consultation with the developer and/or parish councils and community liaison groups (where they exist) as significant by virtue of the following factors:

   a) size;
   b) location;
   c) potential environmental impact(s);
   d) potential controversy locally; or
   e) if it is a departure from the Development Plan,

Prospective developers will be encouraged to provide a statement of the pre-submission consultation which they have undertaken, alongside their application.

42. Because each mineral and waste development is unique, it is not appropriate to have series of thresholds, exceedance of which would automatically trigger the need for a pre-submission consultation statement. It is instead considered more sensible to decide this on a case-by-case basis. However, the following three development types will always require a pre-submission consultation statement:

   a) Minerals or landfill sites covering an area in excess of 15 hectares, when taking into account any existing or restored site area;
   b) A proposed mineral or waste landfill site within an Area of Outstanding Natural Beauty or the Broads;
   c) Sites which have previously been subject to proposals which have been rejected.”
14. Schedule 2: Requirements for Publicity

The need for publicity to be undertaken by the Planning Authority is set out in the table below.

<table>
<thead>
<tr>
<th>Nature of Development</th>
<th>Publicity required</th>
<th>Statutory provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development accompanied by an environmental statement</td>
<td>Advert in newspaper and site notice</td>
<td>Article 15(2) of DMPO</td>
</tr>
<tr>
<td>Departure from the Development Plan</td>
<td>Advert in newspaper and site notice</td>
<td>Article 15(2) of DMPO</td>
</tr>
<tr>
<td>Development affecting a Public Right of way</td>
<td>Advert in newspaper and site notice</td>
<td>Article 15(2) of DMPO</td>
</tr>
<tr>
<td>Major development (as defined in DMPO)</td>
<td>Advert in newspaper and site notice and neighbour notification</td>
<td>Article 15(4) of DMPO</td>
</tr>
<tr>
<td>Minor development</td>
<td>Site notice or neighbour notification</td>
<td>Article 15(5) of DMPO</td>
</tr>
<tr>
<td>Development affecting the setting of a listed building</td>
<td>Advert in newspaper and site notice</td>
<td>Section 67 of Planning (Listed Buildings and Conservation Areas) Act 1990</td>
</tr>
<tr>
<td>Development affecting the character or appearance of a conservation area</td>
<td>Advert in newspaper and site notice</td>
<td>Section 73 Planning (Listed Buildings and Conservation Areas) Act 1990</td>
</tr>
<tr>
<td>Permitted development requiring prior notification to local planning authority</td>
<td>Site Notice posted by developer</td>
<td>Relevant part of DMPO</td>
</tr>
</tbody>
</table>

Notes:

It is Suffolk County Council's policy to carry out both site and neighbour notification on all applications where neighbour notification is considered necessary.

The term “major development” is defined in Article 2 of the DMPO. Those major developments of particular relevance to the County Council are:

a) The winning & working of minerals or the use of land for mineral-working deposits;
b) Waste development;
c) The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres, or more, or
d) Development carried out on a site having an area of 1 hectare or more.
15. Schedule 3: Conducting Councillor Site Inspections

Purpose of Committee Site Inspections

1 The purpose of these inspections is to allow Councillors to see the site and its surroundings. This will help them to understand better the issues relating to a particular application and the representations received.

2 The inspection also allows interested parties, the applicant and representatives of the Parish and District Councils to draw attention to any particular features of the site, or the proposed development, which they consider to be particularly important.

3 The Councillors will not hear representations on the application at the time and will not enter into discussion. Objectors will have the opportunity to put these in writing and there is an opportunity for objectors and the applicant to make representations to the Committee at the meeting when the application is determined.

4 Occasionally, objectors raise issues which are outside the scope of the application, are not relevant to it or go beyond the powers of the County Planning Authority. If this occurs the Chairman will inform participants accordingly. The Chairman will also inform participants if they are straying beyond the strict remit of the site inspection and may draw it to a close.

5 The County Council's procedure for conducting Councillor site inspections is as follows.

Those Invited to Attend

6 The following shall be invited to attend:

   a) The applicant or his/her agent,
   b) Any person who has objected in writing to the application,
   c) The local County Councillor(s), and:
   d) Representative(s) of the relevant Parish Council(s).

7 In some cases it may be appropriate to invite a Councillor or officer of the relevant District Council.

Procedure at Site Inspection

8 On occasions the Councillors and officers of the County Council will inspect the site or general area before the formal site inspection begins. Where a pre-site meeting inspection takes place the Councillors and officers will be unaccompanied, except where it is considered necessary for safety reasons that a representative of the owner/applicant should accompany them. In this latter case the company's representative will not participate in any discussion which takes place.
9 The purpose of this pre-site meeting is to provide Councillors with a better understanding of the layout of the site and its surroundings. This will help them to understand comments made by the applicant or an objector before the formal site inspection begins.

10 A Chairman will be appointed by the Development Control Committee to conduct the inspection. He/she will introduce the participants and explain the purpose of the inspection making it clear that the councillors will not make a decision on the application at the inspection.

11 The case officer will set out the main issues relating to the application, i.e. what the application involves, relevant planning policies and relevant responses from consultees. A written hand out may be appropriate in which case this will be made available to anyone requesting a copy.

12 The applicant will be given an opportunity to point out any site features that he/she wishes to draw to the councillors’ attention. The Parish Council representative (and District Council representative where invited) and objectors will then be given the opportunity to point out particular features of the site as they relate to the application. The Councillors will not hear representations on the application at the time and will not enter into discussion.

13 There will then be an opportunity for Councillors to ask questions through the Chairman.

14 The Chairman will then conduct the site inspection giving opportunity, as he/she considers appropriate for any person to point out specific features of the site or the application proposals. The Chairman will then close the meeting.

15 No decision is taken at councillor site visits, the purpose of the visit being to gather information to enable a more informed decision to be made at a subsequent meeting of the Committee.

**Post Site Inspection Procedure**

16 A written report will be prepared for the next appropriate Committee meeting. The Chairman may also make a verbal report on the site inspection at the meeting. In most cases the Committee will formally determine the application at that meeting. Objectors and consultees will be informed in writing of the Committee’s decision.
16. Schedule 4: Commenting on applications for planning permission made to Suffolk County Council

A guide to making your views known to the Development Control Committee of the County Council including arrangements for speaking at Committee meetings

Procedure for making a representation

1 All representations, whether in support or against a proposal, must be made in writing to the Director responsible for planning, and be received within the period stated on the public notice. Although the Council is not obliged to take account of letters received outside this period it will normally do so up to the day of Committee. However, delaying your representation means that your comments might not be incorporated into the written report. Committee papers are normally finalised 2 weeks before the date of the relevant Committee meeting.

2 Your District Council is a statutory consultee for applications determined by the County Council. Some representees therefore seek to influence the District Council’s comments on our applications by sending their letter to the District Council.

3 If you chose to do this please also send a copy of your letter to the County Council at the same time. The appropriate address is indicated in the notice. You should not assume that a letter sent to the District Council will be automatically forwarded to the County Council.

4 If you would like to discuss any aspect of a proposal before commenting you should contact the case officer whose telephone number will appear on the public notice. Letters of objection are publicly available and cannot be treated as confidential. Representations will be placed on the County Council’s web site; signatures will be blanked out but not addresses.

What to include in your letter

5 Keep your letter as clear and concise as possible avoiding personal comments. The County Council may only take into account material planning considerations. By way of example, the following matters are material planning considerations:

   a) planning policies 
   b) environmental and residential impact of a proposal 
   c) highway considerations 
   d) opportunity for mitigation of impact

6 The following are not material planning considerations:

   a) effect on property values
   b) loss of personal view
   c) personalities and ownership
What happens to your letter and comments?

7 All correspondence received regarding an application will be placed on the public case file and be viewable on the Council’s website. Under the provision of the Local Government (Access to Information) Act 1985, you should be aware that any comments you make are not confidential and may be read by any person who so wishes.

8 The County Planning Authority exercises discretion in how it presents your representation to Committee.

9 Where only a few representations are received, comments that can be attributed to a representee are summarised and reported on an individual basis.

10 However, if a large number of representations are made and the issues are easily identifiable, then a matrix may be presented in the form of an appendix to the Committee report which identifies the objector and a summary of each major point of objection. Should very many representations be made or petitions received, the authority may have to identify the issues and numbers of persons making a particular point but not the individuals.

11 In all cases, letters of representation are made available for elected councillors to read at Endeavour House, five working days before the Committee meeting.

12 You can track progress of applications on-line at:

http://www.suffolk.gov.uk/planning-and-environment/planning-applications/comment-on-or-view-a-planning-application/

Attending Committee

13 Committee meetings are held at Endeavour House, Russell Road, Ipswich, where there are adequate arrangements for people with mobility difficulties.

14 The Development Control Committee is open to the public and proceedings can be observed from a public gallery or reserved area. Fire and safety considerations determine the seating capacity of the gallery/area and when a particular proposal attracts considerable interest alternative arrangements may have to be made to accommodate those wishing to listen to the proceedings.

15 Members of the public can observe proceedings but not take part in the debate. However, a person who has made a written representation on a proposal may also ask to be heard. The following arrangements will then apply.

Speaking at Committee

16 The County Council’s procedures for public speaking at Development Control Committee can be found by following the link below to the Council’s web site:

How can I find out when the application will be considered?

17 When making a written representation you will be advised of the forthcoming dates of Development Control Committee meetings. You should make contact with the named officer by telephone to ascertain progress of the application. It is recommended that you telephone the planning officer handling the case five days before a meeting to check that the application is expected to be considered; sometimes an applicant may request an application is deferred or withdrawn at short notice, and your journey would be wasted.

18 The complexity of applications handled by the County Council, and in particular those relating to minerals, waste and major road schemes may mean that a significant proposal will not be presented to the first available meeting following submission of the application.

When will I know of the Director’s recommendation on the planning application?

19 Development Control Committee reports are available on the County Council’s website seven days before the meeting at:

http://committeeminutes.suffolkcc.gov.uk/searchResult.aspx?qry=c_committee~~Development%20Control%20Committee

20 Alternatively, contact can be made with the Committee Administrator on 01473 264371 for a copy of the Committee report.

What happens if the application is deferred?

21 An application may be deferred to enable further information to be assembled or to arrange a councillor site visit.

22 In either case the opportunity for any individual to speak again at the subsequent meeting, when a decision is taken, will be at the Chairman’s discretion. If the opportunity is given to an objector to speak once again, a similar opportunity will be afforded to the other parties.

What happens after a decision is made?

23 All persons who have written to the County Council will be notified of the outcome in writing. Where a petition has been submitted, the organiser or first name appearing will be so notified.

24 An applicant for a mineral or waste permission who is dissatisfied with the decision on an application may appeal to the Planning Inspectorate within six months of that decision. In the event of any such appeal the County Council will inform all those persons making a representation on the application and advise them of the arrangements for hearing the appeal. There are no rights of appeal for third parties, such as objectors or Town/Parish Councils.