



CODE OF PRACTICE FOR NEIGHBOUR NOTIFICATION FOR PLANNING AND OTHER APPLICATIONS

It is Stafford Borough Council's practice to notify more widely than the statutory requirement. It is required that certain applications be advertised in a local newspaper and/or by site notice. Where legislation offers a choice of using a site notice or notification letter to adjoining owner/occupiers, Stafford Borough Council's normal practice is to notify neighbours by letter. The timeframe for response is 21 days, unless we are consulting on amendments to an application, when a shorter timeframe may be appropriate.

Anyone may make comment on an application, whether they receive a notification from us or not. All comments, and details of the persons making the comments, will be kept on a public planning file, which is also published to the Planning Public Access website. We can, if specifically asked, cover signatures, email addresses or telephone numbers. This should be stated clearly at the start of any representation letter. Names and addresses of persons making comments cannot be withheld. Anonymous comments will not be accepted.

Criteria for selection of Neighbour Notification

This practice note refers specifically to neighbour notification. In considering whom to consult on an application, the following will be taken into account:

- Who is directly affected by the application
- Potential impacts of the application *
- The type of application
- The scale of application
- Regulations governing statutory consultation

* Examples would include potential overshadowing, loss of light; overlooking; loss of outlook; noise, smells or other disturbance; proposals likely to generate traffic; wider townscape impact.

* Officers will consider the potential impacts of the application in deciding who is directly affected and how far the notification should extend to those living or working near the application site.

Code of Practice

The following table sets out the minimum notification appropriate for categories of development proposals.

TYPE OF DEVELOPMENT	NOTIFICATION
ALL HOUSEHOLDER DEVELOPMENT eg. extensions, conservatories, garages/outbuildings	Neighbours in the property on each side of development site boundary, including those to the front and rear (see map attached for example). If the application site contains more than one unit, occupants of all units will be notified. Wider notification may be appropriate if a proposal is very prominent.



TYPE OF DEVELOPMENT	NOTIFICATION
RESIDENTIAL DEVELOPMENT	
<p>New residential development: Minor application, i.e. up to 10 units, including conversions</p>	<p>All immediately adjoining properties and neighbours in two properties on each side, (including those to the rear of the property), and neighbours opposite in 3 closest properties. If the application site contains more than one unit, occupants of all units will be notified. If new access is separately located from the main development, in addition the neighbours opposite the access point in the three closest properties.</p>
<p>New residential development: Major application i.e. 10 units or more</p>	<p>Neighbours in properties within 50 metres of the development site (measured from the site boundary). If the application site contains more than one unit, occupants of all units will be notified. If new access is separately located from the main development, neighbours opposite the access point in the three closest properties. Wider notification may be appropriate for large scale developments taking into account the above Criteria for Selection.</p>
NON-RESIDENTIAL DEVELOPMENT INCLUDING CHANGES OF USE	
<p>Redevelopments, Structures and Physical Development on, over or under land: Minor development, i.e. less than 1000 sq. m. floorspace</p>	<p>All immediately adjoining properties (including neighbours on each side and those to the rear of the property), and neighbours opposite in 3 closest properties. If the application site contains more than one unit, occupants of all units will be notified.</p>
<p>Major development i.e. site area more than 0.5 hectares or floorspace 1000 sq. m. or more</p>	<p>Neighbours in properties within 50 metres of the development site (measured from the site boundary). If the application site contains more than one unit, occupants of all units will be notified. If new access is separately located from the main development, neighbours opposite the access point in the three</p>



TYPE OF DEVELOPMENT	NOTIFICATION
	closest properties. Wider notification may be appropriate for large scale developments taking into account the above Criteria for Selection.
ALL OTHER EXTENSIONS/ ALTERATIONS	All immediately adjoining properties (including neighbours on each side and those to the rear of the property), and neighbours opposite in 3 closest properties. If the application site contains more than one unit, occupants of all units should be notified.
TELECOMMUNICATIONS MASTS	As a minimum, in a built up area on relatively flat ground, neighbours within 100m will be consulted.
WIND TURBINES	Dependant on height and topography.

Procedure Notes on Neighbouring Notification

- a) This Code of Practice defines a **minimum** neighbour notification. Wider consultation may be appropriate after reviewing the Criteria for Selection, at the discretion of the case officer.
- b) By the term 'Neighbour', it is meant current occupier and consultation is sent to the property address.
- c) At the site visit the case officer will check that appropriate neighbour consultation has been carried out.

Notification on Revised Applications

There is no statutory requirement to publicise or re-consult on amended applications. Stafford Borough Council will take into account the following considerations:

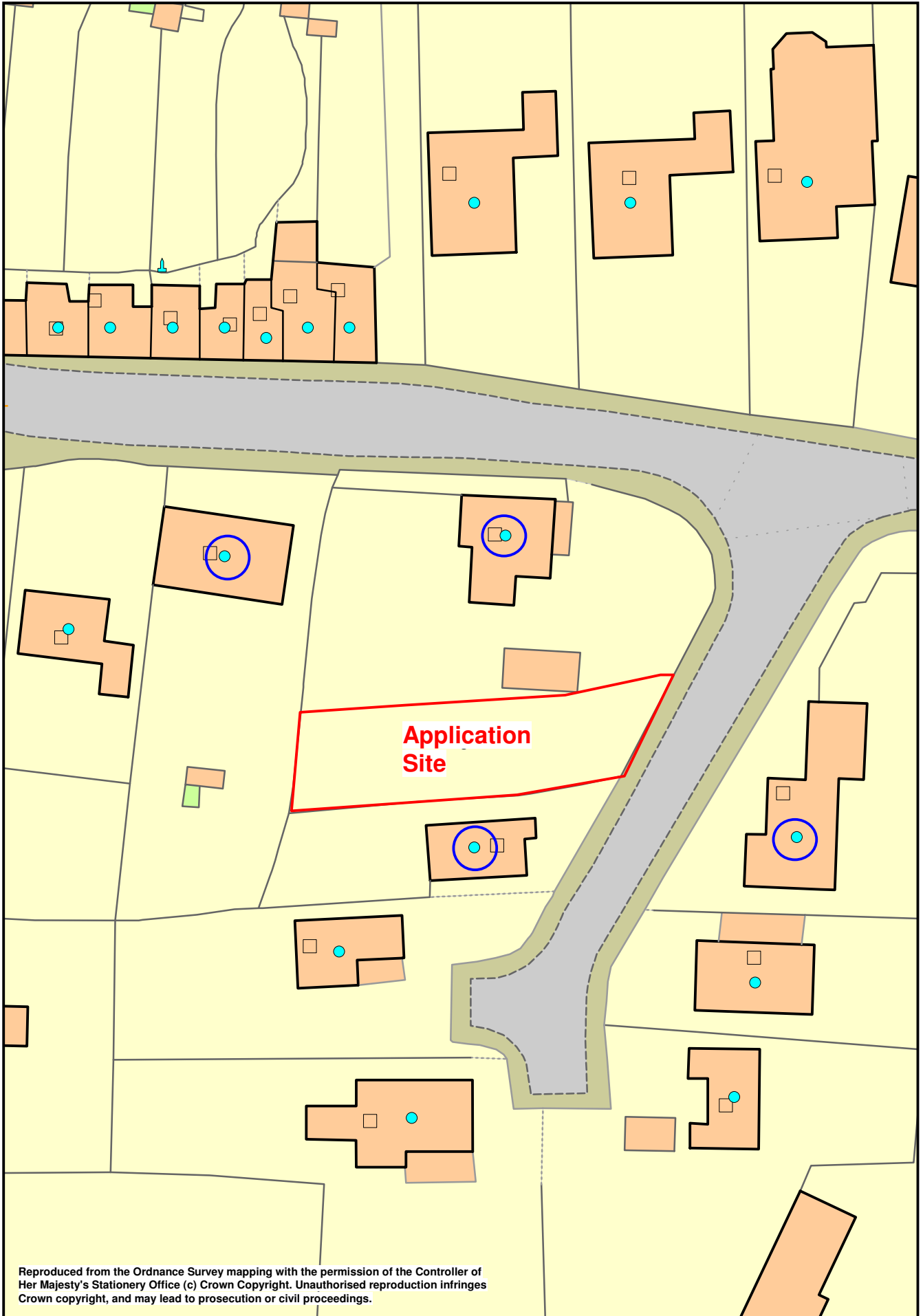
- (a) were objections or concerns raised at an earlier stage substantial and, in view of the local authority enough to justify further publicity?
- (b) are the proposed changes significant?
- (c) did earlier views cover the matters now under consideration?
- (d) are the matters now under consideration likely to be of concern to parties not previously notified?

If an application is amended and officers consider that the amendments raise new issues, then a further notification may be carried out. Where such an amendment is submitted, all neighbours that were notified on the original proposal, relevant consultees and local Councillors, including any additional consultees/neighbours that might be identified, will be notified by letter. Site notices and press notices will not be repeated.



A new **14 day consultation period** will commence from the date of the notification letter, and details of the amended application will be updated on the Planning Public Access website.

○ Example of Minimum Neighbour Notification



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Scale : Not to scale
Planning & Regeneration