

## Publication of your comments

Please be aware that all the information you send to us is public information.

The letter will be available on the paper file held by us and can also be viewed on our website.

Please make sure that you only provide information, including any personal information such as your signature, name, address, email address or phone number, that you are happy for other people to see.

If you are giving us information about someone else, please make sure you have their permission before sending it to us.

## How often do we contact you?

- When we receive the application we will ask for your views.
- If you send comments to us we will let you know we have received them.
- If we receive any more information about the application or if changes are made to the application, we will let you know and ask for your views again.
- When the decision is made we will send you a letter listing any conditions or reasons for refusal.

Please note that if you do not make any comments about the application, we will not notify you of the decision.

## How can you contact us?

If you want to find out what is happening with an application, you can do it online at [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk) (click on Planning Applications).

You can also contact the case officer:

- by telephone on **01636 650000**
- by email at **planning@nsdc.info**
- by making an appointment

You can speak to the Duty Planner about the application. They are available from 9.00am to 4.00pm Monday to Friday.

You can come and see them at Kelham Hall or phone them on **01636 655846**.



## Making your comments



## Planning Services

We would like your views on the application which has been submitted close to your property.

### This leaflet explains how to:

- **See the plans**
- **Make your comments**
- **Check the progress of the application**
- **Contact us**

It also tells you what we will do with your comments when we receive them.

This document is available in other formats by contacting us on 01636 655888 and on our website [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

## How can I see the application?

You can see the application forms, plans and other information:



**Online at:**

**[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)**



**At our offices at Kelham Hall,  
between 9.00am-5.15pm Monday to  
Thursday, 9.00am to 4.45pm Friday.**



**At your local Town/Parish Council  
by appointment.**

If you need help understanding the plans or have any questions about the application, you can speak to our Duty Planner.

They are available from 9.00am to 4.00pm Monday to Friday. You can come and see them at Kelham Hall or phone them on 01636 655846.

You can also speak to the case officer dealing with the application. Their contact details are on our notification letter and website.

## How can I make my comments?

We need you to make your comments within 21 days of our letter telling you about the application. The date for receiving comments is on your letter.

We set a date for comments to be received so that we have time to consider your comments fully. However, we do accept your comments right up until the date we make the decision.

You can send us your comments:

- Online from the Council's website at [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)
- Email to [planning@nsdc.info](mailto:planning@nsdc.info)
- By letter to Planning Services, Newark and Sherwood District Council, Kelham Hall, Newark, NG23 5QX.

Please include the application number.

## What can I include in my comments?

We can only consider planning matters when we are making a decision on an application. The relevant planning matters are set out in current planning policies.

These may include:

- Loss of privacy
- Over shadowing
- Overbearing
- Road safety
- Effect on the character of the area
- Effect on trees or the landscape
- Visual impact

Loss of value of your house, right to light and rights of access for construction are not planning issues.

## What do we do with your comments?

Once we have received your comments we:

- Let you know that we have received your comments.
- Put your comments on the planning file. This file is public and your comments can be seen and copied by any member of the public.



- Consider your comments. The case officer will assess your comments and the proposal against current planning policy.
- Include a summary of your comments in any report written about the application.

We consider all comments before making a decision on an application. However only comments relating to planning matters can be taken into account when making a decision.

There will be a large number of issues to be taken into account in relation to any application, in addition to considering your comments. This means that we cannot respond to each letter we receive about an application.