



How to Comment on Planning Applications

FACT SHEET

Comments for current applications can be submitted online via our website www.cornwall.gov.uk, by email to planning@cornwall.gov.uk or by post to your nearest Information Service, www.cornwall.gov.uk/council-and-democracy/contacting-the-council/write-to-us/. Please quote the planning application reference number in all correspondence.

Commenting online

- Go to www.cornwall.gov.uk
- Click the word 'register' on top right hand side of home page to create an account. You only need to register once.
- Follow the instructions and wait for the confirmation email (comes straight away) to verify your account
- Once verified access the online planning register - www.planning.cornwall.gov.uk/online-applications/
- Log onto your account and then search for the planning application
- Under the Comments tab select "Make a Comment"
- Once the form is completed press "Submit" and the comment will be published online (please be aware that there is sometimes a time delay in submitting the comment and it becoming available to view online)

All representations received are reviewed by the Case Officer, alongside relevant planning policies and guidance, prior to a decision being made. As a result of a comment the Case Officer may request further details/information/reports/surveys from the applicant/agent or may re-consult appropriate bodies eg South West Water, Highways, Conservation etc. as part of the assessment of the proposal.

Comments can be submitted up until the date the decision is issued however, it is recommended to submit comments earlier rather than later so that they may be fully considered during the consultation period.

For further guidance/help please follow the link below for a "self-help" video that guides you through the process;

www.cornwall.gov.uk/council-and-democracy/website-information-and-help/help-commenting-on-a-planning-application

What should my comments include?

Your comments can only be properly considered if you give reasons which relate to the planning application and to planning matters. Please use the following link for a list of issues that are considered relevant www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/how-to-respond-to-planning-applications/

What happens after I submit my comments?

If you submit your comments online using the online planning register you can track your submission and the updates and decision to the application. To do this you need to log into your account ie 'My Account' in the top right hand of home page go to the application and then select "track".

If you have submitted your comments by letter you will not receive an acknowledgement or individual response but your points will be considered and mentioned

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in the officer's report. Your letter will be scanned and placed on the 'documents' tab of the online planning register. You will be able to check the progress of the application on the online register but will not be informed of a decision by letter. You will be informed if the application is referred to a site or public meeting, or of any appeals following a planning decision, but we no longer inform those making representations that application are being referred to Planning Committee as it is possible to self-serve and "track" applications through the online planning register to find this information. Please see the link below for procedures to follow if you wish to register to speak at Planning Committee.

Most applications are dealt with under delegated powers where the decision is made by a senior officer following a full assessment and recommendation by the case officer, however, some applications will be referred to the relevant area-based Planning Sub Committee and applications which could have a large effect on Cornwall will go to the Strategic Planning Committee. Further information can be found via the links below.

[Delegated powers - a guide to who decides planning applications](#)

[Public speaking at Planning Committees](#)

Never miss a planning application!

There is a facility via our website, whereby members of the public can arrange to receive email alerts when applications are submitted for a particular area, please see below;

- Log onto your account and access the planning on-line register
- Make a search for your required area – be that along your road or for the entire parish (advanced search options) please
- note that if your post code is for example TR1 1CC and you enter this as a search it will only show the properties with this post code however if you leave off the last letter it will cover a much broader area.

Once you have made your search you will be given an option to save your search and to receive updates – if you check this box you should receive notifications when new applications are made within your search criteria.

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Disclaimer - This is an introductory guide and is not a definitive source of legal information