

# Checklist for a Letter of Objection

A well-structured letter using key points and making reference to planning policy will be much more effective than an angry letter, no matter how sincere. Remember, there is a lot of weight given to your objection if you can support your case with relevant planning policies.

1. Use the correct Local Authority address.
2. Ensure you include the planning application number and a brief summary of the application.
3. Set out your basic statement of objection and your knowledge of the site.
4. Make specific reference to planning policies that the application clashes with (e.g. "paragraph 12 of PPS9 states that development should maintain biodiversity networks, however, this development would reduce the boundary length between the adjacent woods and the canal habitat".)
5. Mention site-specific local policy and any relevant planning history of the site (e.g. "this proposal is poorly linked to public transport and is therefore also contrary to paragraph 26 of PPG13").
6. Emphasise all the community interests that are affected and not just personal impacts (don't talk about losing the field to walk your dog but rather about the loss of community leisure space).
7. Tie in the community interests to development control policy where possible.
8. Stress the extent of local and community group support for your objection (any local groups and societies that agree with you will help your case, and don't forget the support of the local expert on birds, archaeology, etc).
9. If you wish to speak at the Planning Committee in September/October 2008, you must register by phoning Democratic Services on 01524 582903.