



How to comment on Planning Applications

March 2021

The purpose of this document is to provide guidance on how to comment on planning applications in Buckinghamshire.

Anyone can comment on a planning application, either in support of or in opposition. You do not have to receive a letter from the Council inviting you to do so.

Getting Started

The first step is to view the application on Buckinghamshire Council's PublicAccess system on the Council's web site.

Click here: [PublicAccess](#)

To begin a search, you need either a key word, application reference number, post code, or a single line of an address. You can also search the Weekly/Monthly lists of applications by parish. The application reference number can be found on planning notices displayed in front of buildings and sites and on neighbourhood notice letters.

The following is an image of the search site.

Buckinghamshire Council

Chiltern & South Bucks Areas

Search My Profile Login Register

Please see our [View Planning Applications](#) webpage for important information notes on: terms and conditions, searching for applications and weekly list of applications validated, user guides, commenting on applications, viewing documents and planning history.

Planning – Simple Search

Search for Planning Applications by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly/Monthly Lists Property Map

Applications

Status: All

Enter a keyword, reference number, postcode or single line of an address.

PL/20/4362/FA Search

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When planning applications are received, they go through a process of being recorded and checked for validity. It is only when they are considered to be valid and have been electronically registered, that they will appear in search results on the Public Access System. Under normal conditions, this process usually takes between 1 and 2 weeks from receipt. Therefore, if using the weekly list search function on validated applications, the list results may be incomplete for those dates, unless the week being searched is 2 weeks earlier.

When your search is completed, you will find all of the information associated with the planning application. Drawings and photographs are found in the “Documents” tab and the Planning Case Officer is identified under the “Further Information” tab.

After a successful search, your screen will look like this:

The screenshot shows the Buckinghamshire Council website interface. At the top, it says 'Buckinghamshire Council' and 'Chiltern & South Bucks Areas'. Below this is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register'. The main heading is 'Planning – Application Summary' with a 'Help with this page' link. The application details are: 'PL/20/4362/FA | Demolition of existing dwelling and erection of a new dwelling | 11 Beechwood Road Beaconsfield Buckinghamshire HP9 1HP'. There are buttons for 'Save search', 'Refine search', 'Track', and 'Print'. Below this are tabs for 'Details', 'Comments', 'Documents (20)', 'Related Items', and 'Map'. Under 'Details', there are sub-tabs for 'Summary', 'Further Information', 'Contacts', and 'Important Dates'. The 'Summary' tab is active, showing a table with the following information:

Reference	PL/20/4362/FA
Application Validated	Fri 08 Jan 2021
Address	11 Beechwood Road Beaconsfield Buckinghamshire HP9 1HP
Proposal	Demolition of existing dwelling and erection of a new dwelling
Status	Registered
Appeal Status	Unknown
Appeal Decision	Not Available

Below the table, there are three summary boxes: 'There are 20 documents associated with this application.', 'There are 0 cases associated with this application.', and 'There are 2 properties associated with this application.' The 'an idox solution' logo is visible at the bottom right of the page.

If you would like to comment on an application, there are several ways to do this.

The Council’s preference is to comment via [PublicAccess](#) where you can track applications and set up your own automated notifications. You can do this by clicking on the “Comments” tab. Please note the comments function on PublicAccess times out after approximately 30 minutes, so if your comments are extensive, it is best to type them outside of PublicAccess and copy and paste them into the comments box. There is also a limit of 6,000 characters.



The Comments Tab looks like this:

Buckinghamshire Council

Chiltern & South Bucks Areas

Search My Profile Login Register

Planning – Application Comments [Help with this page](#)

PL/20/4362/FA | Demolition of existing dwelling and erection of a new dwelling | 11 Beechwood Road Beaconsfield Buckinghamshire HP9 1HP

Save search Refine search Track Print

Details **Comments** Documents (20) Related Items Map

Please note that when submitting your comments online, this facility times out, after approximately 30 minutes. If your comments are extensive, you would be well advised to type them up outside this system first and paste the text in. Please note there is a limit of 6000 characters. Subject to no inclusion of personal data in the text of the comment itself, submitting your comment online ensures that none of your personal data will be displayed. Once submitted, your comments may appear online. Where this is the case, they should be available to view within 5 working days of submission.

You must log in to make a comment.
[Login and make a comment.](#)
Not got a login? [Register here.](#)

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You can also send in your comments by email to planning.comments.csb@buckinghamshire.gov.uk

You must include the application number, the application address, the Planning Case Officer's name, and your name and address.

And, comments can be sent by post to:

Planning, Council Offices, King George V House, King George V Road, Amersham, HP6 5AW.

Again, you must include the application number, the application address, the Planning Case Officer's name, and your name and address.

Please note, the Council is unable to consider any anonymous representations. In order that your views can be taken into account when determining an application, please ensure that your written comments are received within 21 days from the date the application is registered as valid. If your comments are received after this deadline, you may have missed the opportunity to have your comments taken into consideration.

After you submit your comments, you will receive an acknowledgement letter. Further correspondence, however, cannot be entered into.

All comments received form part of a public document, therefore do not supply details you do not want published and please avoid including signatures and telephone numbers. All comments are scanned onto the application file and are available for public viewing.

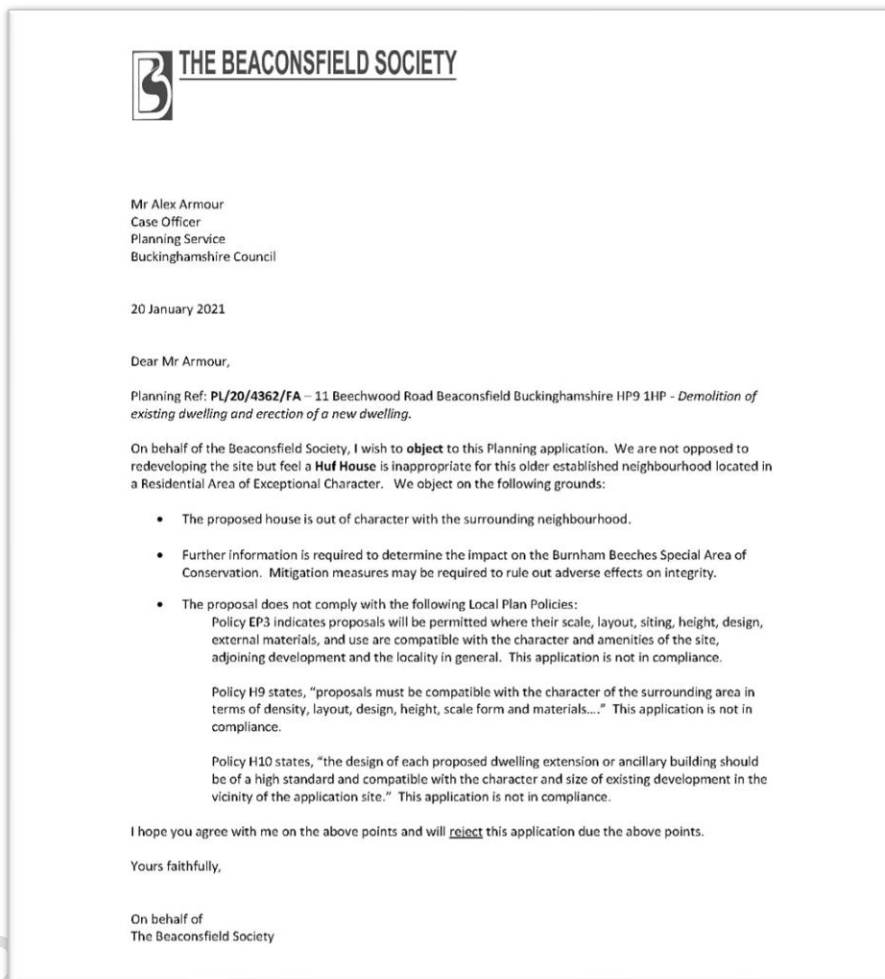


THE BEACONSFIELD SOCIETY

The following are things you might want to comment on:

- The design, layout and appearance of the development and its impact on the surrounding area
- Highway safety considerations
- The effect of the development on neighbouring property e.g. overshadowing, loss of privacy, overbearing appearance
- Impact on trees, conservation areas or listed buildings

Here is an example of a letter of objection.



N.B. It used to be the case that applications attracting more than 10 objections would go before the South Bucks Area planning committee for a decision. However, planning applications will in future be decided by a planning officer unless you ask a Bucks Councillor to "call in" the application. Only then will it be decided by the planning committee.

The overall number of objections is always important. The Society's counts as just one. Yours is vital.

We hope this helps!