STOKE PARISH COUNCIL

50 Pepys Way, Strood, Rochester, Kent, ME2 3LL

Clerk:	**Mrs J Allen**	Email:	**stokeparishcouncilkent@gmail.com**
Telephone:	**01634 710086**	Website:	**www.stokekent-pc.gov.uk**

How to send a complaint to Medway Council regarding a planning application

You can make a complaint to Medway Council regarding a planning application using the following three (3) methods of communication:

1). **Using their 'comment' tool on Medway Council's website / planning portal.**

A step-by-step guide on how to do this (as taken from Medway Council's webpage) is listed below:

You can comment on planning applications in Medway online. We consult neighbours about planning applications and give people 21 days to comment on them.
To comment on an application:

- search for the application you want to comment on
- click 'Make a Comment'
- enter your comment
- click 'Submit' or 'Submit and Register'.

2). **By email. Please send any emails to planning.representations@medway.gov.uk**

Please remember to quote the Medway Council planning application reference number and the address of the property in the subject of your email.

3). **By post.** Please post all comments or complaints to Medway Council using the following address:

Planning Services,
Medway Council
Gun Wharf,
Dock Road,
Chatham, Kent,
ME4 4TR.

According to Medway Council's webpage they can only accept comments that relate to:

- design and appearance (should be high quality, in keeping with the property and street)
- the effect on historic buildings, conservation areas and protected trees
- the nearby effect on homes nearby, like loss of light, outlook, privacy and noise
- any effect on vehicle, pedestrian or cycle safety.

They cannot consider any of the following points:

- any private agreements made that may affect properties
- Right to Light Act
- loss of property value

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- spoiling your view
- works that cross the boundary to your property
- disturbance from building work
- comments on Lawful Development Certificates (these certificates are applications to determine if planning permission is needed. This decision is based on legislation and not judgement on any other matters)
- condition applications (applications to discharge conditions need to be judged by specialists).

Also enclosed (as taken from Medway Council's webpage) are details on what happens to your comments and their process once comments are received.

What happens to your comments

Your comments on an application, form part of a Statutory Register and we have a duty to make this information available for anyone to inspect.

The comments you provide, including your name and address, will be displayed within 3 working days on this website via Public Access but your signature, email address and phone number will be removed.

If you want your name and address removed email planning.representations@medway.gov.uk. Your comments will be treated as anonymous and less weight will be given to these in the decision-making process.

After you make a comment

We receive a large number of responses so it is not possible to respond personally to each comment.

All information you send to us in relation to a planning application is public information and will be available for public inspection on the internet.

Your representation will be considered by the planning officer dealing with the application as part of the decision-making process. All comments received are summarised in the officer's report. If you have commented on the application we will let you know the decision.

Committee case

Representations can only be accepted for consideration by the Planning Committee if they're received by the planning service before 12pm, 4 clear working days before the date of the committee at which the application is to be considered.

For example, if the committee is on a Wednesday, and there is no bank holiday, then that will be 12pm the Wednesday before.