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Date: 21 September 2007

The Owner and/or Occupier

Sedgwick Street  
Cambridge  
Cambridgeshire  
CB1 3AJ



Reference:	07/0810/FUL
Application:	Installation of new shopfront including ATM Unit. 163 - 167 Mill Road Cambridge Cambridgeshire CB1 3BH

Dear Sir/Madam

Information about a Planning Application

I have received the above planning application, which you may wish to comment on. You can view the plans at the following locations, please bring this letter with you when you visit:

**City Homes (South) Office, 89 Cherry Hinton Road.**

Monday, Tuesday & Thursday, 9 am - 5pm; Wednesday 10 am - 5 pm & Friday 9 am - 4.30 pm.

**Milton Road Library, Ascham Road, Cambridge, CB4 2BD.**

Monday – Friday 9.00am – 7.00pm, Saturday 9.00am – 6.00pm and Sunday 12:00pm – 4:00pm.

**Environment & Planning Reception, 2<sup>nd</sup> Floor, Guildhall.**

Monday – Thursday 9.00am – 5.00pm, and Friday 9.00am – 4.30pm.

**Please note that due to the refurbishment of the Central Library in Lion Yard, copies of all planning applications will be held at Milton Road Library. This service starts on Monday 29<sup>th</sup> January 2007 until further notice.**

If you would like to check the progress of an application and make your comments online please go to: <http://www.cambridge.gov.uk/planning> and click on Public Access.

Please send me your written comments by **12th October 2007**. It may not be possible to take late comments into consideration in determining the application. All comments will be placed on the public file and will be included in the case officer's report. Please ensure your full postal address is included, also your comments will be copied to the Planning Inspectorate in the event of an appeal, you should only include information that you are happy to be available over the internet.

A petition of 25 or more signatures may be able to be discussed at a Development Control Forum meeting before the application is determined. Please see the end of this letter for further information.

Simon Payne  
Director of Environment & Planning



## Overview - Petitions about Planning Applications

Whenever the Council receives a planning application, the planning officer dealing with it sends a letter to neighbours and other people likely to be affected, giving 21 days to send in comments. An accompanying leaflet, called 'Your Chance to Comment', gives further advice including what to do if you want to organise a petition. (A copy of this leaflet can be obtained from the information officers.) If your petition meets certain conditions you can ask to present it to a Development Control Forum.

### What is a Development Control Forum?

It is a meeting where petitioners can present their views to Councillors, planning officers and the applicant some weeks before the planning application is finally determined by the Planning Sub-Committee. The aim of the Forum is to allow early discussion of the planning issues raised by petitioners and to explore the scope for agreement between all sides.

### What Petitions will the Development Control Forum consider?

- \* A petition of objection received by the Council's Committee Manager no later than 7 working days after the close of the 21 day consultation period;
- \* A petition in support received by the Council's Committee Manager no later than 6 working days before the meeting is to be held;
- \* They must contain at least 25 signatures of Cambridge City residents and include the addresses of those signing the petition.

Petitions in support of an application can only be heard alongside petitions of objection, except where an application has previously been refused.

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### What Petitions will the Development Control Forum not consider?

- \* Minor planning applications to alter or extend houses ('householder applications');
- \* Applications to confirm whether a use of land or buildings needs planning permission ('lawful development certificate');
- \* Applications to put up advertisements;
- \* Petitions not received within the above timescales.

Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum.

Any petition that the Development Control Forum cannot consider will be reported direct to the Planning Sub-Committee and taken into account by Councillors in coming to a decision on the application.

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### When and Where is the Forum?

Meetings of the Development Control Forum will be held monthly in the Guildhall beginning at 10.00am. The Committee Manager will let you know the date

### Who can attend the Forum?

- \* Up to three representatives of the petitioners. The representatives need not be City residents. (You can ask your Local Councillor to present your petition);
- \* Up to three representatives of the applicant;
- \* Members of the Planning Sub-Committee;
- \* Ward Councillors;
- \* The Planning Officer dealing with the application;
- \* The Director or his representative (who chairs the Forum); and
- \* The press and public can attend the meetings as observers.

### What happens at the Forum?

The Forum is informal but follows certain steps and time limits:

- \* Presentation of the application by the applicant/agent (up to three representatives) - up to 20 minutes;
- \* Presentation of the views of the petitioners against the application (up to three representatives) - up to 20 minutes;
- \* Presentation of the views of the petitioners in support of the application (where applicable) (up to three representatives) - up to 20 minutes;
- \* Presentation by the planning case officer - up to 10 minutes;
- \* Member questions and issues arising - up to 30 minutes;
- \* Summing up by the applicant/agent - up to 5 minutes;
- \* Summing up by the petitioners against the application - up to 5 minutes;
- \* Summing up by the petitioners in support of the application - up to 5 minutes;
- \* Final comments of the Chair

### What to do if you want to submit a Petition

If you have a petition which meets all of the conditions and you wish to present it, let the Council's Committee Manager know, as soon as possible, so that a meeting of the Forum can be arranged.

Committee Manager - John Blunt

Tel: 01223 457012

Email [john.blunt@cambridge.gov.uk](mailto:john.blunt@cambridge.gov.uk)