

Planning and Strategy Directorate

Agents' Information Booklet

June 2010



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Agents' Information Booklet

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About the Broads Authority

The Norfolk and Suffolk Broads is Britain's largest protected wetland and third largest inland waterway, with status equivalent to a national park.

The Broads Authority is a Special Statutory Authority established under the 1988 Broads Act to manage the Broads for the following three purposes, none of which takes precedence:

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- Promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- Protecting the interests of navigation.

None of these three purposes takes precedence.

The Authority must also have regard to:

- The national importance of the Broads as an area of natural beauty and one which affords opportunities for open-air recreation;
- The desirability of protecting the natural resources of the Broads from damage; and
- The needs of agriculture and forestry and the economic and social interests of those who live or work in the Broads.

Further provisions for the regulation and management of the navigation area were made through the Broads Authority Act 2009.

The Authority is the local planning authority for the Broads, with responsibility for planning, conservation, development control and enforcement. It is also a harbour and navigation authority.

About this booklet

This information booklet explains the Authority's planning function within the Planning and Strategy Directorate, covering:

- Development Management
- Cultural Heritage and Design
- Planning Policy and the Local Development Framework

If you have any questions relating to any of these areas of work, you can contact us:

By post to: Dragonfly House, 2 Gilders Way, Norwich NR3 1UB

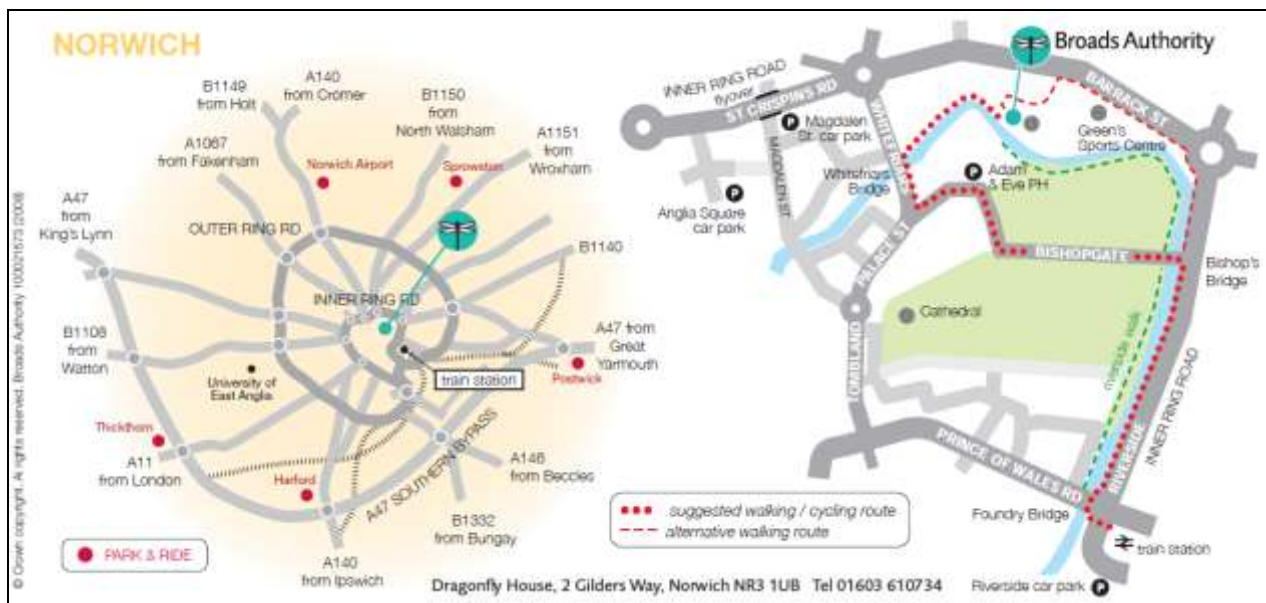
By email to: planning@broads-authority.gov.uk;

By telephone: 01603 610734

By fax: 01603 756070

Planning information and documentation, including 1APP application forms, guidance notes and Broads' specific informative notes, are also available to view and download via our website at www.broads-authority.gov.uk (follow 'Planning' links from Home page).

Our head office at Dragonfly House, Norwich is open from Monday to Friday, 9am – 5pm. A location map is shown below.



Planning and Strategy Directorate

The work of the Planning and Strategy Directorate falls within the following key areas:

Development Management

- Determining of planning applications, including pre-application discussions
- Enforcement against unauthorised development
- Appeals
- Administration of planning applications

Cultural Heritage and Design

- Historic Building conservation
- Conservation Area enhancement
- Tree preservation

Planning Policy and the Local Development Framework

- Current Development Plan
- Local Development Framework
- Future development of local planning policy
- Liaison with other strategic planning bodies and input into Regional Spatial Strategy
- Minerals and Waste Local Development Framework

Strategic Planning

- Production and review of the Broads Plan
- Production of strategic management plans
- Liaison with Local Strategic Partnerships
- Development of external funding opportunities

Until April 2007, the planning function within the Broads Executive Area was administered by the six surrounding district councils – Broadland, Great Yarmouth, North Norfolk, Norwich City, South Norfolk and Waveney. From that date, all planning functions were taken in-house. All Building Control functions is handled by the relevant district councils. In addition, Norfolk and Suffolk County Councils are responsible for the following functions:

- Minerals and Waste Local Development Framework
- Local Transport Plan
- Strategic policy input into Regional Spatial Strategy
- Minerals and Waste Development Management
- County Councils' own applications, e.g. schools

Working with Officers

The Broads Authority is committed to promoting high quality sustainable development which respects the character and unique nature of the Broads. This applies to all development proposals, large and small.

As the Broads is a 'designated area', permitted development rights are more restricted; this means that planning permission may be required for certain types of work that do not need an application in other planning areas. This also applies to listed buildings.

Another consideration is flood risk. As the majority of the Broads Executive Area lies within Flood Zones 2 and/or 3, agents need to be aware of what restrictions are in place before submitting an application.

We therefore encourage agents to discuss their proposals with us at the preliminary stage, as early consideration of a range of issues will enable detailed advice on both the principle and the design of any scheme to be taken into account in developing the proposal before it is taken forward as a planning application.

We will endeavour to give you an initial assessment of your proposal, together with details of what information will be needed to support a planning application, within 14 days. If your requirement is more urgent, the Authority operates a "duty officer" system to ensure that there will always be a planning officer available for advice and discussion via telephone or in person.

The current Development Management team is as follows:

Cally Smith, Head of Development and Regeneration

Tel: 01603 756029; email: cally.smith@broads.authority.gov.uk

Fergus Bootman, Planning Officer – Development Management

Tel: 01603 756022; email: Fergus.bootman@broads-authority.gov.uk

Alison Macnab, Planning Officer – Development Management (part-time Weds-Fri)

Tel: 01603 756051; email: alison.macnab@broads-authority.gov.uk

Maria Hammond, Planning Assistant – Development Management

Tel: 01603 756068; email: maria.hammond@broads-authority.gov.uk

Kayleigh Wood, Planning Assistant – Development Management

Tel: 01603 756079; email: Kayleigh.wood@broads-authority.gov.uk

All pre-application ('pre-app') enquires are logged onto our electronic planning system and given a unique reference number. This pre-app can then be linked to the full application once it is validated, allowing the planning officer full access to all correspondence between the agent and the Authority.

Access to information and E-planning

As you may be aware, all planning applications are public documents. In accordance with the Planning and Regulatory Services Online (PARSOL) recommendations, all documentation attached to a planning application is scanned and published online.

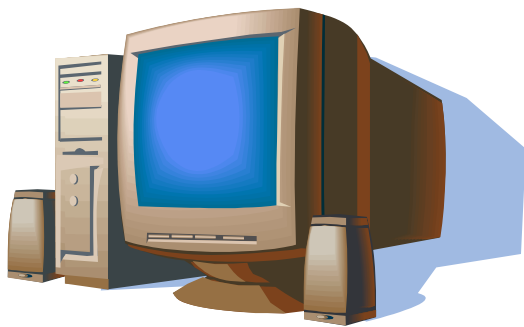
At present, the Authority only publishes documentation relating to validated planning applications. All 'pre-app' correspondence is scanned, but is held only on an internal server to allow officers to view the file in-house.

All other application documentation is published online (with the original held on the working file), along with all the reports and decision notices.

The Authority makes this information available in the Public Access section of its website at:

<https://planning.broads-authority.gov.uk/PublicAccess>.

As the Authority develops its e-planning function, it will start to electronically consult statutory bodies on planning applications. This will mean that all submitted plans and documentation will need to be clear and precise to enable the necessary detail to be shown on a computer screen.



This change may mean that the Authority changes the submission guidelines of applications to ensure that documents are received in the correct format. This is only in the initial stages at the moment, but please be aware that changes to the acceptable quality of submitted documents will be implemented in time to ensure no loss of quality in the change to e-planning.

Planning Policy and the Local Development Framework

Planning, as the name suggests, is concerned with looking forward and organising in advance with a specific purpose in mind. For the Broads, that 'specific purpose' is given by a combination of the Broads Authority's statutory purposes, the Broads Plan, the Regional Spatial Strategy, and the local sustainable community strategies for the area. These various purposes and strategies are broadly consistent in terms of seeking to protect the natural beauty and cultural heritage of the Broads, providing the basis for a vibrant local economy based on tourism and agriculture, a high quality of life for local residents and visitors, a major recreational and educational resource, and a thriving navigation.

Local planning policy seeks to ensure that these and other aspects of the Broads area are complementary and mutually reinforcing. Where there are tensions and conflicts between different factors and interests, planning policy tries to find a balance so that none predominate and none are lost.

The Broads area is ever changing, and will continue to do so in adapting to new economic and social pressures, replacing worn out or unsuitable buildings and structures, managing flood risk and climate change, and accommodating changing preferences and lifestyles. Planning policy for

the area tries to encourage this in ways that meet the development needs of the Broads while respecting the special qualities for which the area is known. It also recognises that the area does not stand alone, and seeks to ensure that development takes into account the distinctiveness of the wider Broads' setting as well as the characteristics of the site itself.

The Local Development Framework (LDF) sets out how the Broads is to be shaped over the coming years, including policies that will help determine planning applications. The LDF is gradually replacing the old Local Plan. The primary planning policy documents (the 'development plan') for the Broads area are (as at September 2009):

- **Core Strategy** (2007), which provides 'broad brush' policies, setting the overall general direction for the Broads area over the next few years.
- **Broads Local Plan** (1997), which has very detailed policies. A minority of these have already been deleted in the change to the new plan-making system, the remainder will be replaced over the next year or two as new policy documents are adopted.
- The **East of England Plan** (2008). This is the regional spatial strategy for the wider area within which the Broads sits. It provides strategic policies which seek to protect the Broads area and its assets and integrate this protection with the major housing and employment development growth planned nearby.
- A handful of 'saved' policies from the Norfolk Structure Plan (1999) and Suffolk Structure Plan (2001) which will eventually be replaced.

The Local Development Framework is a portfolio or folder of several types of documents:

- **Development Plan Documents** (DPDs) are key spatial planning documents that, together with the Regional Spatial Strategy (East of England Plan), form the official Development Plan for the Broads area. They contain the necessary local planning policies to determine planning applications and ensure that development takes place in a sustainable way.
- The **Proposals Maps** show where particular Development Plan policies apply and constraints to development such as flooding or designated nature conservation sites.
- **Supplementary Planning Documents** (SPDs). These documents have a lower status than development plan documents, but help to provide extra information and detail about, for example, Development Plan policies, particular types of development, or specific sites.
- The **Statement of Community Involvement** (SCI) sets out how people can get involved and have a say in the development of new policies for the LDF and on planning applications.
- The **Local Development Scheme** (LDS) sets out the planning policy documents the Authority intends to produce and the timetable for their preparation over a three-year period.
- The **Annual Monitoring Report** (AMR) considers the effectiveness and continued relevance of adopted policies, and assesses whether any changes to the Local Development Scheme are needed.

DPDs are subject to a **Sustainability Appraisal** to ensure that they contribute towards the goals of sustainable development. Due to the large number of European protected environmental sites (e.g. Special Areas of Conservation and Special Protection Areas) within the Broads Executive Area. All DPDs produced by the Authority are also subject to an **Appropriate Assessment** to ensure the policies and proposals contained within them do not adversely affect the integrity of the protected sites.

The Broads Authority has in place (or is producing) the following documents to make up its Local Development Framework (as at September 2009):

- **Development Plan Documents**
 - Core Strategy DPD (Adopted September 2007)
 - Development Management Policies DPD (in preparation)
- **Proposals Map** (in preparation)
- **Supplementary Planning Documents**
 - Development and Flood Risk SPD (Adopted September 2008)
- **Statement of Community Involvement** (First Revision adopted March 2008)
- **Local Development Scheme** (LDS) (Revision adopted March 2010)
- **Annual Monitoring Report** (AMR) (produced each year by December)

All documents are available to view on the Authority's website at www.broads-authority.gov.uk (follow links from Planning/Future Planning and Policies).



Core Strategy

The Broads Core Strategy, adopted in September 2007, sets out the spatial vision and strategy for sustainable development with the Broads Executive Area.

The Core Strategy ties in with, and helps to deliver, the Regional Spatial Strategy and the Broads Plan, as well as other relevant local and regional strategies. All other Development Plan Documents produced as part of the Authority's Local Development Framework must be in conformity with the Core Strategy.

Development Management Policies DPD

The Development Management Policies Development Plan Document is in preparation. It will set out the policies to be used in determining planning applications for a range of development including housing, employment, retail, tourism and recreational uses.

Proposals Maps

Each time a Development Plan Document is adopted, the Broads Authority must update its Proposals Maps to geographically reflect the adopted policies and proposals. The Proposals Maps

will also identify areas of protection such as important landscapes, environment designations, listed buildings and safeguarded areas for minerals and waste development.

Annual Monitoring Report

The Authority is required by the Planning and Compulsory Purchase Act 2004 to produce an Annual Monitoring Report and submit it to the Secretary of State before 31 December every year.

The Annual Monitoring Report reviews the performance of policies contained within the adopted Local Plans and Local Development Frameworks. The Authority is also required to monitor its performance against a set of nationally defined core indicators that cover housing, employment, energy, biodiversity, environment, and local services. The Annual Monitoring Report also includes an update of the Authority's progress in achieving the milestones outlined in its Local Development Scheme.

Statement of Community Involvement

Local communities and other interested parties are encouraged to participate in all stages of the preparation of the Local Development Framework. Opportunities for involvement are set out in the Statement of Community Involvement. Information is also published on the 'Planning' and 'Consultations' pages on the Authority's website at www.broads-authority.gov.uk.

Cultural Heritage and Design

The protection and enhancement of the Broads' rich and varied architectural heritage is an



essential part of the planning function. The provision of specialist technical advice is essential when considering works of repair or alteration. Historic buildings and their environs are important assets that can all too easily be irrevocably damaged or lost.

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Additional control over works of repair or alteration to these listed properties, through the 'Listed Building Consent' application process, gives the Authority the opportunity to influence the way in which it looks after the area's heritage.

There are over 250 Listed Buildings within the Broads, including a number of important windmills and wind pumps that have a deep association with the landscape of the area.



Conservation Areas

There are 23 Conservation Areas within the Broads (as at September 2009) and a programme is in place to review each one. The designation provides control over demolition of buildings and works to trees.

Trees and countryside

The Broads is a distinctive area in Britain's premier wildlife county. It contains landscape elements found nowhere else in the country and an impressive variety of trees, hedges and woodlands.

As the Local Planning Authority, the Broads Authority has a statutory obligation to protect important amenity trees and hedges. These may be protected by Conservation Area designation or by Tree Preservation Orders (TPOs).

TPOs are usually made where there is a perceived threat to important trees. The process is commonly triggered by public awareness, planning applications or changes of ownership.

No owner should permit pruning or felling of a protected tree without the prior approval of the Authority. Application forms are available from the Authority or on the website. There is a maximum period of determination of six weeks for Conservation Area and hedge enquiries and eight weeks for TPOs.

In addition, the Natural Environment and Rural Communities Act (NERC) 2006 places a duty on the Authority to have regard for the conservation of biodiversity in the exercise of its functions.

Sustainability Guide

A guide to help agents and applicants with sustainable development has been prepared by LSI Architects, in conjunction with the Broads Authority.



The objective of the guide is both practical and ethical to ensure that buildings contribute to biodiversity and a sustainable future by using natural local resources and by creating suitable interventions with the Broads' landscape.

The guide includes information on a range of topics including designing buildings to adapt to climate change, energy efficiency, choosing materials which have a low impact on resource depletion and energy consumption, acoustic and thermal insulation, natural daylight and ventilation, conserving limited natural resources, redevelopment of existing buildings, limiting exposure to sun and wind and reducing pollution.

Please do not feel restricted by the suggestions made in the guide. It is not a formula for creating buildings which all look the same, but a framework of opportunities whose objective is a unique sustainable future for the Broads.

The guide may be viewed on the Authority's website at: <http://www.broads-authority.gov.uk/planning/sustainability-guidance>. Hard copies of the guide in booklet and CD format are available from the Broads Authority, Dragonfly House, 2 Gilders Way, Norwich NR3 1UB (£5.00 plus P&P).

Delegation of decisions



As much of the planning application work that comes into the Planning and Strategy Directorate is of a non-controversial nature, many decisions are delegated to the Director and other planning officers. This leaves more time for Members of the Planning Committee to consider the more complex issues. About 90% of all planning applications fall within this 'delegated' category.

We have a responsibility to deal with their proposals as speedily as possible. The Government sets targets for all local planning authorities to deal with minor applications within 8 weeks and major applications within 13 weeks.

The current delegation agreement allows any application to be determined by officers, subject to the following matters having to be considered by Committee:

- Major applications
- Applications called to Committee by a Ward Member, which the Chairman of Committee also agrees needs to be determined by Committee. NB: Parish Councils should liaise closely with their Ward Members.
- Applications submitted by the Authority, one of its Members or an Officer of the Authority
- Where an objection has been received and the recommendation is for approval

Planning Committee

The Authority's Planning Committee meets at 10am on Fridays, usually on a four-weekly cycle. All meetings are held at the Authority's offices at Dragonfly House, Norwich.

With very few exceptions, all the Planning Committee's business is carried out in public session, with agents, applicants and interested members of the public welcome to attend. There is public speaking at Committee and agents may feel the need to support the application being heard.

The Planning Committee is made up of 14 Members. Its primary functions are:

- the determination of planning applications
- to advise the Broads Authority regarding planning policy
- the authorisation of enforcement notices
- the confirmation of Tree Preservation orders
- the designation or amendment of Conservation Areas

Approximately 10% of applications are considered by Planning Committee; the rest are dealt with by Broads Authority officers under delegated powers. Details of delegated decisions, appeals and enforcement matters are normally reported to every meeting, although there is no public speaking on these matters.

So that people have ample time to examine the papers before a Committee meeting, reports are published a week before the date of the meeting. This also ensures that we comply with the Access to Information legislation. The process of consultations and neighbour notifications add to the timescale.

Details of the Planning Committee membership, meeting dates, agenda papers, and public speaking at committee are available on our website at www.broads-authority.gov.uk/planning.

Site visits

In some cases, members feel unable to judge an application fully without a site visit. These are not sub-committees, and no decision is taken at them. However, they provide an opportunity to examine issues more fully. Usually the applicant is present at the site visit, as are the Town or Parish Council and third parties. In the past, the chairman has used his or her discretion to allow these parties to speak to the Committee at site visits.

It is important for Members to hear all aspects of a case, and they are strongly advised not to express an opinion until issues have been fully explained.



The Broads Authority is the local planning authority for the protected area of the Norfolk and Suffolk Broads.

This means that planning applications are considered by the Broads Authority's own planning committee rather than by the committees of the district councils.

If you have a planning concern you can contact your parish or ward councillor and ask them to speak to one of our members. Alternatively, you can contact any of the members directly. Please copy any correspondence to our Administrative Officer.

It is best if you discuss your concerns with a planning officer in the first instance, as they are available to provide professional advice. Officers will also know the background and be up to date regarding site development proposals. Officer contact details are also listed in this leaflet. Planning Committee meets every four weeks on a Friday, usually at Our offices. Meetings are open to the public. Objectors to and supporters of development proposals and applicants may speak to the Committee. (Details about public speaking are published separately).

A list of planning applications made to the Authority is published weekly on the Authority's website: www.broads-authority.gov.uk

Not all planning applications are brought before the Committee. If there is a particular proposal you are interested in, please find out from the planning officer how it will be considered.

Members cover a wide range of interests and have a great depth of knowledge about the Broads. We would like to introduce them to you in this leaflet.



Sholeh Blane
Secretary of State appointee

I live in Dereham and taught Geography at Norwich High School before giving up work to look after my young family. My first experience of the Broads was taking my pupils on school field trips, and I have been visiting ever

since, now with my own children. I am passionate about the need to inspire and bring environmental issues alive for young people as I believe the future of the Broads and other national parks relies on their commitment. While we can and must manage and conserve the precious Broads habitats and landscape in the short term, we must also grasp the challenge of the big issues such as climate change and sea level rise and this requires long term changes in attitude.

▶ 31 Windsor Park, Dereham, Norfolk NR19 2SU
01362 691952 sholehblane@talktalk.net



Martin Broom
Chairman of Navigation Committee
Great Yarmouth Port Authority

As a member of the Planning Committee my particular interest is to improve the view of the built environment as seen from the river because this is what waterborne tourists spend much time looking at

as they cruise through the villages.

We need to do more to encourage the very best in design for new buildings by the rivers and the use of traditional Broads materials. I am particularly keen to see more buildings with thatched roofs.

▶ The Cedars, Hemblington Road, Strumpshaw,
Norwich, Norfolk NR13 4NE
01603 712183 mbroom@broomboats.com



Julie Brociek-Coulton
Norwich City

I live with my husband and four girls in Norwich. I have been a City Councillor for five Years and my portfolio on Executive is streets and citizens and customer contact. I am very involved with the community and organising events.

I am a Mousehold Conservator and sit on the Preservation Trust. I am very interested in the Broads and I find the planning committee very challenging and informative.

▶ 159 Angel Road, Norwich, NR3 3HX
01603 470652 j.brociekcoulton@cllr.norwich.gov.uk



Nigel Dixon
Norfolk County

I am Norfolk born and bred and have lived in the Broads areas of Stalham and then Hoveton for 40 years. I have a professional background in aviation and specialist vehicle engineering. I am keen to ensure strategic

planning and local development is carried out in ways that preserve local character and enhance environmental conservation as well as the economy of the area. I greatly value the contribution the Broads make to the economy and character of East Anglia and am concerned we minimise the impact of man on the delicate balance with nature so that we preserve the diversity and beauty of this jewel in the crown of the East.

▶ Wurain, Stalham Rd, Hoveton, Norwich NR12 8DU
01603 783885 nigel.dixon@norfolk.gov.uk



Alan Duce
Waveney District

I am both a Parish and District Councillor. My concern is to promote and preserve the very distinct qualities of the Broads and in so doing create and sustain local indigenous crafts, which will complement the flora and fauna,

thus encouraging greater use of the natural habitat for both local people and visitors alike.

▶ 2 Millway, Mill Lane, Barnby, Suffolk NR34 7PS
01502 476769 alan.duce@waveney.gov.uk



Stephen Dorrington
Norfolk County

I have lived in Norfolk all my life and have been a regular visitor to the Broads since the early 70s. I have been a member of Norfolk County Council for 18 years. I am also a member of the RSPB and

RNLI. Interests include boating, sailing and walking. With four small children, my wife and I spend many days enjoying all the Broads have to offer. This is indeed an exciting time to be a member of the planning committee.

▶ Lingwell House, Reymerton, Norfolk NR9 4QG
01953 851651 mail@stevedorrington.com



Colin Gould
South Norfolk

I have lived and worked in Norfolk for the past 45 years, 40 of which employed by the Norfolk Police Authority and have raised my family here. As District Councillor for Loddon and parish councillor for Chedgrave, I have a strong

interest in the environment, especially in the Chet valley and its flora and fauna. I am also very interested in planning and I am keen to preserve the local vernacular of the Broads, but willing to embrace design innovation so long as it enhances its setting.

▶ 16 Rectory Lane, Chedgrave, Norwich,
Norfolk NR14 6NE
01508 520939 colin_gould@btconnect.com



Murray Gray
Vice Chairman of
Planning Committee
Secretary of State appointee

My interests are in landscape, environment, natural processes and design and as a result I take a keen interest in all planning applications so that we can ensure

the conservation, enhancement, restoration and long term sustainable development of this outstanding part of the country.

► Say's Farm House, Low Road, Wortwell, Harleston, Norfolk, IP20 0HJ
01986 788397 j.m.gray@qmul.ac.uk



George Jermany
Great Yarmouth

I own and run a small holiday business. For over 40 years I have owned various vessels on the Broads, and live in Filby a Broads village, where I have raised my family. I consider the Broads my second home. I represent East

Flegg on Great Yarmouth Borough Council, where I am chairman of the Licensing committee and a member of Development control.

► 6 Paddock Farm Drive, Filby, Great Yarmouth, Norfolk NR29 3JL
01493 368188 gwj@great-yarmouth.gov.uk



Stephen Johnson
Chairman of the Authority
Secretary of State appointee

I spent the whole of my professional career in heritage management at English Heritage and its predecessors, and, latterly, at the Heritage Lottery Fund. My background is as an archaeologist.

I have worked in various roles, including the protection and management of historic sites, the publication of reports and guidebooks, advising local authorities on planning decisions relating to buildings and conservation areas, and, on the award of money to UK heritage projects. I am now retired, and live in Norwich.

► Broads Authority, Dragonfly House, 2 Gilders Way, Norwich NR3 1UB
01603 756004 stephen.johnson@broads-authority.gov.uk



Alan Mallett
Vice Chairman of the Authority
Broadland District

My professional background is in accountancy. I am a shipping historian and sailing reporter for the Eastern Daily Press. I am a Norfolkman and enjoy sailing a Norfolk dinghy. I have a duty to see that

development is appropriate to the natural habitats and traditions of the Broads, is well consistent with the need to provide housing and employment for local people, and maintains the local economy through sympathetic encouragement and enhancement of so that people will enjoy our unique environment for many years to come.

► The Cabinet, 37 High Street, Coltishall, Norwich, Norfolk NR12 7AA
01603 738577 cllr.alan.mallett@broadland.gov.uk



John Sharpe
Secretary of State appointee

I am Conservation Manager for the Royal Society for the Protection of Birds having been with them since 1991. I oversee the Society's conservation work in the eastern region to ensure important areas for wildlife are well protected and

opportunities for creation of new wildlife habitats are developed. I am a qualified town and country planner and have been a member of Local and Regional Flood Defence Committees since 1995. I am a keen walker, cyclist and canoeist.

► Conservation Manager RSPB,
8 Havelock Road, Norwich, Norfolk
01603 618009 johnsharpe@rspb.org.uk



Candy Sheridan
Chairman of Planning Committee
North Norfolk District

I live and work, with my 3 children, in Stalham where I sell rural by-gones. I am a great supporter of small local producers, started the Stalham Farmers Market and support local organic farms. I love the planning

process and would like to see more green tourism, green buildings, greener boat yards and greater recycling facilities in and around the Broads. We are very fortunate to live in this beautiful part of the world, but must ensure that local people can gain greater access in a sustainable way.

► 118 High Street, Stalham, Norfolk NR12 9AZ
01692 581460 sheridancandy@gmail.com

Planning on the web

The government has funded a state of the art planning website so that you have easy access to information at all hours. Information on planning applications, the planning process, guidance and advice, planning policies, conservation, tree preservation and planning enforcement is all available by using the Broads Authority's website www.broads-authority.gov.uk and clicking the planning link.

If you are looking for a particular application, have the reference number ready to enter.

PublicAccess is an on-line service that allows you to view details of planning applications being considered by the Broads Authority. Over time, planning history will build up and be available going back to 1989 when the Authority became a planning authority.

You can monitor the progress of an application, submit comments about an application and search a constantly updated list of planning applications received.

Contact us

- Please contact us through the Authority's "Contact Us" section on the website and type "Planning" in the title.
- If you prefer, phone 01603 610734.
- Planning applications can also be viewed at the Broads Authority's head office at Dragonfly House, 2 Gilders Way, Norwich NR3 1UB between 9am and 5pm, Monday to Friday.

There will not always be a planning officer on the premises, so please phone for an appointment if you require further help. If you are making a special journey, or have any special access needs, please phone the reception so that we can help you.

Broads Authority Planning Officers



Andrea Long
Director of Planning
and Strategy
01603 756027
andrea.long@broads-authority.gov.uk



Cally Smith
Head of Development
and Regeneration
01603 756029
cally.smith@broads-authority.gov.uk



Ben Hogg
Head of Cultural Heritage and
Design
01603 756074
ben.hogg@broads-authority.gov.uk



Sandra Beckett
Administrative Officer
01603 756062
sandra.beckett@broads-authority.gov.uk



Fergus Bootman
Planning Officer
01603 756022
Fergus.Bootman@broads-authority.gov.uk



Maria Hammond
Planning Assistant
01603 756068
maria.hammond@broads-authority.gov.uk



Alison Macnab
Planning Officer
01603 756068
maria.hammond@broads-authority.gov.uk



Kayleigh Wood
Planning Assistant
01603 756079
kayleigh.wood@broads-authority.gov.uk

The Broads Authority operates a scheme to allow people with an interest in a planning application in the Broads to speak directly to the Planning Committee.

The scheme is designed to ensure that both objectors and applicants have an opportunity to have their views taken into account. District and County Council ward members and Parish Councils are also able to address the Planning Committee as part of the process. Any Member of the Broads Authority may attend and speak in accordance with the Code of Conduct for Members and officers.

The public speaking scheme does not apply to enforcement matters, as these do not involve any public consideration as such, or to applications where there are no objections from third parties or where the proposal is dealt with under delegated powers. The scheme also does not apply to policy matters or consultations, e.g. Local Development Framework issues.

Location of Meetings

Planning Committee is held at the Authority's offices at Dragonfly House, 2 Gilders Way Norwich NR3 1UB at 10.00am on a Friday, usually every four weeks.

The Authority aims to encourage sustainable means of transport to its office. There is no parking available at the offices except for disabled visitor parking and limited short-stay parking (for visits of under two hours). The building is fully accessible for wheelchair users, but please telephone the Committee Secretary on 01603 610734 if you have any special needs or concerns.

The location of our office and suggested walking and cycling routes, park and ride sites around Norwich and the nearest car parking are shown on our website at www.broads-authority.gov.uk.

Are you concerned about a proposed development in the Broads?

As soon as you hear about the planning application, look at all the details on the Broads Authority's website or get in touch with the Planning Officer who will tell you where to see the plans.

If you wish to object to an application, you must first object in writing. There is a deadline for responses so please make sure you send your written reply in time.

Do you want to speak directly to the Broads Authority?

Not all applications are considered in front of the Planning Committee. It is important therefore that you put your objection in writing within the 21-day consultation period. If objections are received, the application will usually be considered by the Committee.

A request to speak should be made to the Committee Secretary before the meeting, who will convey your wish to the chairman.

If you wish to object in person you are invited to attend the relevant Planning Committee meeting. Please notify the Committee Secretary by 3pm the day before the meeting. Please arrive up to 30 minutes before the start of the meeting. The Committee Secretary will take your name and explain how the meeting will be run.

Applicants, agents and objectors may speak on matters where the Broads Authority is the decision maker.

Must I speak at the Planning Committee meeting?

All respondents' views will be reported to the Committee and taken into consideration. You may also attend any Planning Committee meeting as an observer.

Are you the interested party?

You will want to ensure the Committee has all the facts, so please let the Planning Officer have sufficient information about your proposal in order to report all the facts to the Committee.

You as the applicant or the agent (but not both) will have the opportunity to speak in support of your application on the Committee agenda, particularly if you can clarify issues raised, or you wish to reply to an objector. Other supporters will be requested to share with you your allotted time.

When will the Planning Committee consider the application?

Some applications take longer to process than others. Whether you are the applicant or the objector, you will need to keep in touch with the Planning Officer in order to find out the date of the relevant meeting. Even when you have been given a date, always ring the Planning Committee Secretary up to five days before a meeting to check that the application is on the agenda. This is because applications may be delayed or withdrawn, and we do not want you to have a wasted journey.

What happens at the meeting?

Applications will usually be considered in the order in which they are listed on the agenda. This means it is not possible to tell you when a particular application will be heard. You may need to stay at the meeting for about two hours.

The flow chart below highlights how an application is handled throughout a Planning Committee meeting.

Introduction and Presentation



Assessment and Recommendation

The Planning Officer describes the proposal and the location of the site, outlines any responses from statutory consultees, objectors or supporters, gives policy guidance and makes an overall assessment of the proposal with a recommendation



Objector(s)

You may need to share this time with other objectors or choose a spokesperson. A total of 3 minutes is allocated. The Chairman may agree to an extension.



Parish Councillor

(3 minutes)

The time limit is at the discretion of the Chairman



Applicant or agent

A total of 3 minutes to reply to matters raised and/or clarify your case for the proposal. The time limit is at the discretion of the Chairman



Ward or Division Councillor(s)

(3 minutes)

The time limit is at the discretion of the Chairman



Discussion and Consideration of Decision

You may be asked questions by the Committee members. Speakers are not allowed to question other speakers, officers or members. The Planning Officer will respond to comments and answer members questions where required.



The committee makes a decision

Most decisions will be made on the day. Occasionally members may defer a decision to allow time to get further information, to visit the site or to negotiate improvements. If any new evidence is brought to the committee that might significantly influence a decision, the application will be deferred to the next meeting for officers/members to make a full assessment of the case.

Appendix 3: Planning and Strategy Directorate: Contact details



Andrea Long
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Planning and
Strategy*
01603 756027



Cally Smith
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Development and
Regeneration*
01603 756029



Ben Hogg
*Head of Cultural
Heritage & Design*
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Mark King
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Maria Conti
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John Clements
*Planning Policy
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01603 756076



Fergus Bootman
Planning Officer
01603 756022



Alison Macnab
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(p/t)*
01603 756051



Steve Sewell
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Planning Assistant
01603 756079



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Jackie Dent
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Lottie Carlton
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Mr Alan Presslee
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