BOROUGH OF BROXBOURNE
www.broxbourne.gov.uk

How to comment on planning applications

Comments (also known as a representation) for current applications can be submitted online. You can also send in comments by email to planning@broxbourne.gov.uk or by post to Development Management, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB.

Please quote the planning application number in all correspondence.

Commenting on a planning application

Comments should be submitted during the consultation period in order that they may be fully considered. However, whilst they may be submitted up until the day the decision is made and still taken into account, this is not recommended.

Comments cannot be treated as confidential and all representations are published on our website and available for inspection at our office. Please do not include any information that you would not wish to be made public. Please ensure your comments are not offensive, inflammatory or libellous, if they are, they will not be considered by the Case Officer and your representation may be returned to you, or edited by us prior to publication.

Contributions must not:

- Contain any personal names, please use words such as applicant, neighbour etc
- Contain any personal information such as you are living on your own, you are on holiday next week etc.
- Contain any information relating to medical data for yourself or others; this is unlawful for us to process.
- Contain any material which is defamatory of any person
- Contain any material which is obscene, offensive, hateful or inflammatory
- Promote sexually explicit material
- Promote violence
- Promote discrimination based on race, sex, religion, nationality, disability, sexuality orientation, or age
- Infringe any copyright, database right or trade mark of any other person
- Be likely to deceive any person
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence
- Promote any illegal activity

- Be threatening, abusive or invade another's privacy, or cause annoyance, inconvenience or needless anxiety
- Be likely to harass, upset, embarrass, alarm or annoy any other person
- Be used to impersonate any person, or to misrepresent your identity or affiliation with any person
- Give the impression that they emanate from us, if this is not the case; or
- Advocate, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse

What should my comments include?

You should include your name and address with your comments. Private telephone numbers, email addresses or signatures will be removed prior to publication, but if you do not submit your name and address we will not be able to add your comments. Please also identify which application your proposals relate to.

All comments received are considered but only those which raise material planning considerations are taken into account when deciding the application. You should consider whether the proposal would affect local buildings and facilities as well as whether the existing use of the land which should be protected.

What are material planning considerations?

Examples of material planning considerations include, but are not restricted to, the following:

- Local/Government Planning Policy and Guidance
- Highway safety and traffic levels
- Flood risk
- Impact on the appearance of the area
- Design, appearance, layout and materials
- Overlooking and loss of privacy
- Loss of light or overshadowing
- Noise, disturbance and smells resulting from the proposed development
- Conservation of buildings, trees and open land
- Need to safeguard the countryside or protected species of plant or animal

The Case Officer will not be able to consider:

- The developer's identity, morals, motives or past record
- Effect on the value of your property
- Loss of a private view
- Inconvenience or other problems caused by building works
- Private neighbour disputes
- Impact on private drainage systems
- Private property rights including rights of way or covenants

What about petitions?

If you think a lot of people agree with you about a planning application you can organise a petition.

If you decide to organise a petition, please make sure that:

- It clearly says the purpose of the petition
- It gives the reasons why people are supporting or objecting to the application
- The names and addresses of the people signing the petition can be easily read
- There is a contact name and address for the person organising the petition

Petitions can support as well as oppose planning proposals and will be published on our website together with other representations on the application. Please note however, individuals appearing on the petition will not be recorded separately on our records and signatures will be redacted before publication.

What happens after I submit my comments?

Due to the large number of representations received by the department it is not possible to respond to individual comments. You may track the progress of the planning application using our on-line search facility.

Most applications are decided by the DM Service Manager under delegated powers rather than being decided by Planning Committee. All representations received are reviewed alongside relevant planning policies and guidance, prior to a decision being made. It is possible that the Case Officer may request further information from the applicant as a result of comments and as part of the assessment of the proposal.

Who makes planning decisions?

Most planning applications are decided by planning officers using powers delegated to the Planning and Place Service Director. Generally speaking, larger scale or more complex proposals which may raise significant issues may be referred to the Planning and Regulatory Committee for decision by Councillors.

From 31 October 2026 all decisions made by the Council on planning applications must be in accordance with the National Scheme of Delegation set out by the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026. These Regulations describe categories of planning applications within Schedule 1 where the decision must be taken by an officer. Decisions on different categories of planning applications, described within Schedule 2 of the Regulations as well as 'own-interest, applications' may be taken by an officer or the Planning and Regulatory Committee.

From 31 October 2026 the Council will refer to an agreed Planning Scheme of Delegation as the basis for arranging which planning decisions are taken by officers and which are taken by Committee.

Householder applications

In the event of an appeal against a refusal of planning permission (which is to be dealt with on the basis of representations in writing), any representations made regarding householder applications will be sent to the Secretary of State, and there will be no further opportunity for comments (at appeal stage).

Householder applications cover works such as an extension to an existing house or flat, the provision of a garage, summerhouse or shed in a domestic garden, or the installation of any solar panel, domestic wind turbine or antenna which needs specific planning permission.