

A guide to commenting on Southampton City Council's planning application for Lovers' Walk. Feb 2020



On 24th Feb 2020, Southampton City Council launched a major new public consultations on two, linked proposals for green travel in and around The Common.

(1) To build a segregated, on-road cycle lane along both sides of The Avenue for most of its length.

(2) a partial widening and other improvements to Lover's Walk.

The first of these can be delivered under Council's delegated authority, but the Lover's Walk proposal requires formal consent by way of a planning application.

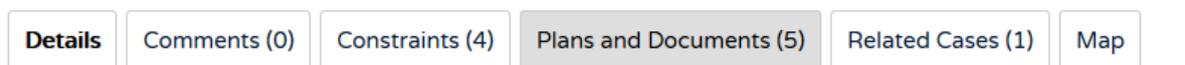
There is a specific process for commenting on a planning application (whether you are for, against, or neutral on the application, or simply wish to make comments for consideration). If you have never commented on a planning application before, the process can be a bit confusing. Therefore we have prepared a brief guide in the hope that as many people as possible will look at the proposals and formally comment on them.

(1) Access the Planning Portal and read / download the application.

A direct link to the application (number 20/00255/FUL) is:

<https://planningpublicaccess.southampton.gov.uk/online-applications/applicationDetails.do?keyVal=Q625UGOZGYZoo&activeTab=summary>

Click on the **Plans and Documents** tab towards the top of the page.



At the time of writing this guide, the only documents listed are the 5 formal pieces of information submitted by Council to make the planning application.

Details | Comments (0) | Constraints (4) | **Plans and Documents (5)** | Related Cases (1) | Map

Filter By: Document Type Show All **Apply**

You can select up to 25 documents to download in one archive file at a time.

	Date Published <input type="text"/>	Document Type <input type="text"/>	Measure <input type="text"/>	Drawing Number <input type="text"/>	Description <input type="text"/>	View <input type="text"/>
<input type="checkbox"/>	24 Feb 2020	Plans				
<input type="checkbox"/>	24 Feb 2020	Supporting Information			ECOLOGICAL METHOD STATEMENT	
<input type="checkbox"/>	24 Feb 2020	Supporting Information			ECOLOGICAL COMPENSATION	
<input type="checkbox"/>	24 Feb 2020	Supporting Information			ECOLOGICAL IMPACT ASSESSMENT	
<input type="checkbox"/>	21 Feb 2020	Application Form			APPLICATION FORM - WITHOUT PERSONAL DATA	

Download Selected Files

As the comment period goes on, additional documents including some of the submitted comments will appear there as well.

You can view any of the documents online by clicking on the **View** icon at the right hand edge of its entry.



This will open a new tab showing the pdf file for the document. You can read it online or chose to download it to your local PC.

To download a number of documents at the same time, for offline reading, click in the selection boxes at the left hand edge of each entry and then click on the **Download Selected Files** button.

	Date Published ⇅	Docum
<input checked="" type="checkbox"/>	24 Feb 2020	Plans
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<input checked="" type="checkbox"/>	21 Feb 2020	Applic

Download Selected Files

You can download up to 25 files at a time and they all get bundled into a single .zip archive file which is downloaded. You can then open or unzip this to access the individual application files.

All comments submitted online are available from the **Comments** tab through the **Public Comments** sub tab. Formal comments from official consultees, like local Councillors, Council officers etc. are available through the **Consultee Comments** sub tab.

Details
Comments (15)
Constraints (4)
Plans and Documents (21)
Related Cases (1)
Map

Make a Comment
Public Comments (15)
Consultee Comments (0)

(2) Comment on the application

If you wish to comment on the application, whether for, against or neutral, or simply want to make a comment for consideration during the planning process there are 3 ways to do it.

- Online through the Planning Portal
- By email
- By letter

Commenting online is Council's preferred option BUT you can only submit plain text, so if you need to include diagrams, photos or attachments, you need to use one of the other methods

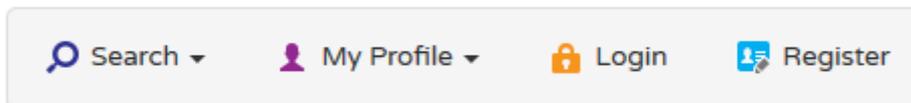
When making comments, please:

- Be aware that the planning process is a transparent, legal process so all submitted comments are in the public domain and can be viewed on the portal together with the commenter's name.
- Stick to relevant information and be objective.
- Do not disclose any personal information.
- Do not use offensive language.

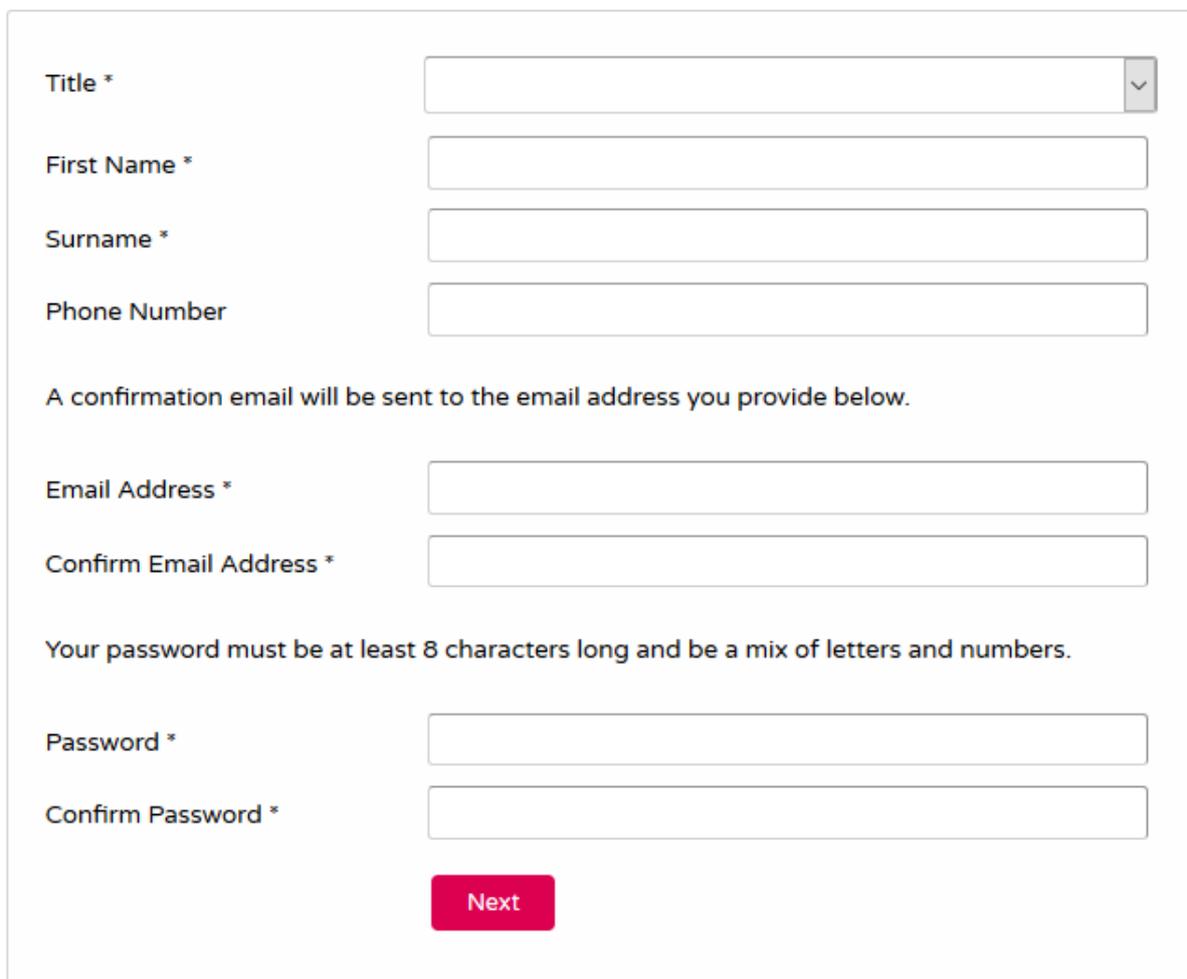
(3) Commenting online

In order to comment online, you will need to be registered on the Planning Portal.

If you are not already registered as a result of previous involvement with the planning system, click on the Register button on the top menu.

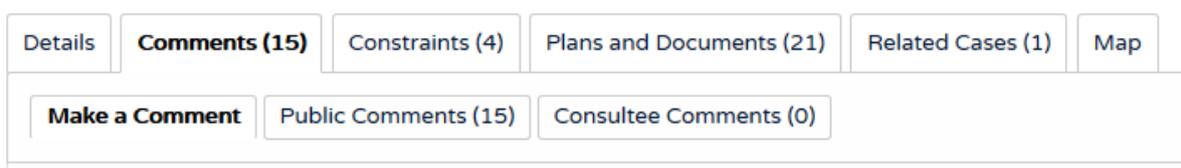


The registration page opens.

A registration form with a white background and a thin grey border. It contains the following elements from top to bottom: a 'Title *' label next to a dropdown menu; a 'First Name *' label next to a text input field; a 'Surname *' label next to a text input field; a 'Phone Number' label next to a text input field; a line of text: 'A confirmation email will be sent to the email address you provide below.'; an 'Email Address *' label next to a text input field; a 'Confirm Email Address *' label next to a text input field; a line of text: 'Your password must be at least 8 characters long and be a mix of letters and numbers.'; a 'Password *' label next to a text input field; a 'Confirm Password *' label next to a text input field; and a red 'Next' button at the bottom center.

Fill in your details on the page and click on **Next**. Registration is a 1-time process, you can use the same login for any future involvement with the planning system.

Once registered and logged in, you can now make your comment. Click on the **Comments** tab and then on the **Make a Comment** sub tab.



If you are already logged into the system, you will be taken straight to the Comment Page, where your registration details will be displayed above the area where you can make your comments. If you are not already logged in, you will be taken to a page with a login link.

Firstly select from the Commenter Type drop down (Compulsory). If you are making a formal representation on behalf of a stakeholder group (like a local Residents' Association, etc.), select the Consultee option, else select the Neighbour or Other option as appropriate.

Commenter Type: *

Next click on the check box representing your overall thoughts on the application.

Stance: * Object Support Neutral

Next select from the list, the reasons behind your comments

Reason for comment:

- Affect on Wildlife
- Affecting Conservation Area
- Affecting Listed Building
- Good Design
- Impact of Noise
- Impact on Traffic
- In keeping with Conservation Area
- In keeping with Listed Building
- Late Night Disturbance
- Loss of Light
- Loss of Trees
- Overdevelopment
- Overlooking
- Overshadowing
- Poor Design
- Road Safety
- Shortage/loss of Car Parking
- Too near/affecting Boundary

Then add any written comments which you wish to make in the free text **Your Comments** box. (plain text only). If you are largely supportive of the scheme but have specific concerns that could be addressed by having conditions placed on any planning consent that is granted, you can suggest and request conditions.

Finally click on the **Submit** button to register your comments. You will receive an email confirming that they have been received and they will appear on the portal.

Submit

Reset

(4) Commenting by email

Send your email to planning@southampton.gov.uk with the following as the subject line:

Ref. No: 20/00255/FUL - Widening of Lover's Walk – FAO Mr. Mathew Pidgeon, Case Officer.

Your email will be parsed, personal contact information like your email address will be redacted and your comments will be added to the comments section on the Portal.

(4) Commenting by post

Send your letter to:

Mr. Mathew Pidgeon, Case Officer - 20/00255/FUL

Planning and Sustainability,

Southampton City Council,

Civic Centre,

Civic Centre Road,

Southampton,

SO14 7LY.

Your letter will be scanned, your address and signature will be redacted and the scan then added to the document section of the application on the Portal.

Guide Produced by Dave Johnston, Secretary to Southampton Common Forum, Feb, 2020.