

## Copyright

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## Commenting on Applications

Please note that all applications are considered on their own merit and any comments made on previous applications cannot be carried forward to a new proposal. All representations received will be open to public inspection on the working file as well as on our website and available for copying in full, so you should only include information you are happy will be available in this way. Please do not include any telephone numbers or signatures, as we do not require this information.

**Please note that we will publish names and addresses of third parties who comment or make representations.**

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 about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

## Available Data and Documents

New Applications - Every effort is made to make the documents and drawings available for viewing within Planning Online immediately after applications are accepted. However, in some cases, there may be a few days delay as a result of workload pressure or the large volume of documents submitted with major applications. Please contact us if documents are not available.

Decided Applications - Data for applications should be available back to January 1990 and documents and drawings should be available for applications back to October 2003. In some cases there may be data, documents and drawings for applications prior to these dates but this cannot be guaranteed. Please also note that when an application has been decided third party comments are removed from the application on our website – this is in line with best practice and The Data Protection principle no. 5 “Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.”

## Quality of Document Images

Every effort is made to ensure that document images are suitable for viewing. However, some originals may not scan to the desired standard. If you come across poor images please let us know and we will endeavour to improve the situation.

## Data Protection Act

All representations will be open to public inspection on the working file as well as on our website and available for copying in accordance with the provisions of the Access to Information Act.

If the online comment facility is not working at any time you may still email your comments to **[planning@testvalley.gov.uk](mailto:planning@testvalley.gov.uk)**