



CHECKLIST

Neighbour coordination checklist: organising a response to a development

- ☐ Note the application reference number and consultation deadline before you approach anyone.

- ☐ Knock on doors or leave a printed note inviting neighbours to discuss the scheme.

- ☐ Meet in person or share documents by email to agree on what the plans actually propose.

- ☐ List the planning concerns your street shares and check whether each one is a valid ground.

- ☐ Decide whether to write individually or submit a collective letter signed by several residents.

- ☐ Draft your response, review it with others, and submit before the deadline.

- ☐ Keep a record of what you sent and check it appears on the public planning file.

- ☐ Monitor the council's planning portal for any amended plans or new documents.
