

Step-by-Step Guide: How to Submit a Comment or Objection on a Swindon Borough Council Planning Application

This guide explains how a member of the public can submit comments, support, concerns, or objections to a planning application through the Swindon Borough Council Planning Portal.

Step 1: Find the Planning Application

1. Go to the Swindon Borough Council planning application search page:
 - [Swindon Borough Council Planning Applications](#)
2. Open the **Public Access for Planning** system.
3. Search for the application using:
 - The planning application reference number (e.g. S/24/1234)
 - The property address
 - A postcode
 - The interactive map search facility. ([Swindon Borough Council](#))

Step 2: Review the Application

Before commenting:

1. Open the application record.
2. Read the application description.
3. Review plans, drawings, reports, and supporting documents.
4. Check the consultation deadline (typically 21 days from notification or publication). ([Swindon Borough Council](#))

Step 3: Register for an Account

To submit comments online, you must register on the Planning Portal.

1. Select **Register** within the Public Access system.
2. Provide your:
 - Name
 - Address
 - Email address
3. Create your account and log in. ([Swindon Borough Council](#))

Step 4: Open the Comment Function

1. Navigate back to the planning application.
2. Select **Make a Comment**, **Comment on this Application**, or similar wording.
3. Complete the online comments form.

Step 5: Write Your Comment or Objection

Include:

- The planning application reference number.
- Whether you:
 - Support the application
 - Object to the application
 - Wish to make general comments
- Clear planning reasons for your comments. ([Swindon Borough Council](#))

Examples of Planning Matters the Council Can Consider

- Loss of privacy or overlooking
- Loss of daylight or sunlight
- Highway safety
- Traffic generation
- Parking issues
- Noise and disturbance
- Flood risk
- Impact on trees or wildlife
- Design and appearance
- Impact on listed buildings or conservation areas. ([Swindon Borough Council](#))

Matters the Council Generally Cannot Consider

- Loss of property value
- Loss of a private view
- Boundary disputes
- Personal disputes with the applicant
- Construction inconvenience
- Restrictive covenants. ([Swindon Borough Council](#))

Step 6: Check Your Comments Before Submission

Do **not** include:

- Signatures
- Telephone numbers
- Personal information you do not want published
- Offensive, abusive, defamatory, racist, discriminatory, or threatening remarks. ([Swindon Borough Council](#))

Keep comments concise and organised. Using headings and bullet points can help officers understand your concerns. You may also upload photographs or supporting evidence where appropriate. ([Swindon Borough Council](#))

Step 7: Submit Your Comment

1. Tick the option to receive an acknowledgement email if desired.
2. Submit your comments. ([Swindon Borough Council](#))

Step 8: After Submission

- Your representation will be considered by the case officer.
 - Comments are normally published on the planning portal within approximately one week.
 - Personal details are removed from published comments where required, although your representation becomes part of the public planning record. ([Swindon Borough Council](#))
 - The number of objections alone does not determine the outcome; decisions must be based on planning merits. ([Swindon Borough Council](#))
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Alternative Ways to Submit an Objection

If you cannot use the online portal, Swindon Borough Council also accepts comments by:

Email

- To the allocated case officer, or
- sbcdc@swindon.gov.uk

Post

- Planning Department
- Swindon Borough Council
- 5th Floor, Wat Tyler House
- Beckhampton Street
- Swindon
- SN1 2JG. ([Swindon Borough Council](#))

Suggested Objection Structure

1. Planning Application Reference
2. Site Address
3. Statement of Objection
4. Planning Grounds:
 - Highway safety concerns
 - Parking impacts
 - Loss of privacy
 - Design concerns
 - Environmental impacts
5. Conclusion and request that the Council refuse the application (if applicable)