

Planning objection letter template

Replace the text in [square brackets] with your own details. Keep each ground to three things: the fact (with a measurement or drawing reference), the harm to you, and the policy it conflicts with. Check your deadline and how your council accepts comments before you send it.

[Council name] Planning Department

[Date]

Dear Sir or Madam,

Objection to planning application [reference] - [description of the proposal], [site address]

I live at [your address], [how your home relates to the site: next door, opposite, behind], and I write to object to this application.

1. [Your strongest ground, e.g. loss of privacy]

[What the proposal is, with a measurement or drawing reference.]

[What harm it would cause to you specifically.]

[Which policy it conflicts with: name the local plan or national policy document.]

2. [Your second ground]

[Same structure: fact, harm, policy.]

Conclusion

[Ask the council to refuse. If you can, add what would reduce the harm if it is approved, e.g. obscure glazing or a reduced depth.]

Yours faithfully,

[Full name]

[Full address]

Free template from Planning Defender (planningdefender.com). General information, not legal advice. For a letter drafted from your actual application, with submission guidance for your council, see planningdefender.com.