**SEA PALLING AND WAXHAM PARISH COUNCIL**

 **PLANNING POLICY**

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**POLICY REGARDING CONSULTATION ON PLANNING APPLICATIONS**

**Background**

The Parish Council is mindful that it has an important role in relation to planning applications. It is a consultee in the planning process. Responses to those applications, must be within a specified time frame, usually 21 days. There is a need for transparency in this process. This policy is written to explain how the council will deal with planning applications so enabling both council members and the public to involve themselves effectively with that process.

**Responses to planning applications**

Planning Applications are accessed via the District Council’s Planning Portal. It is the role of the Parish Clerk to monitor the “In-Tray” of the Portal and bring to Council’s attention any planning application requiring parish response. There is a 21-day deadline for responses.

**Dealing with applications at Parish Council meetings**

Where possible, the Parish Council will consider planning applications at meetings and those applications will be detailed on the agenda. In the event of them being received after the closure of the agenda they will be reported to the Chairman and considered at the meeting. Members should view all documents relating to an application online at the District Council’s website prior to a Council meeting to ensure meetings do not overrun.

**Dealing with applications outside of the Parish Council meeting**

The Parish Council has also given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received between meetings, the Clerk will notify the members by email and once comments from 5 members have been received the clerk will comment on the application electronically within the 21-day consultation period. The Clerk will respond to the Planning Directorate from the information provided, with the powers under Local Government Act 1972, authorizing delegation to the Clerk.

If appropriate, the Parish Council Chairman / or two members of the Council will call an Extraordinary Parish Council meeting for the purposes of considering the application. A quorum of three members (minimum) is required for any meeting.

Only in exceptional circumstances, where an application is deemed to affect the whole parish, will the Council ask for an extension to the standard consultation period to enable parishioners to comment.

It is noted that the District Council Development Control Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners can write to the District Council with their views on planning applications, and it is helpful to the Parish Council if they sent a copy of their letter to the Parish Clerk. Letters received will guide the Parish Council in formulating their response to applications.

Policy Agreed

Policy review date