Policies, Plans and Processes

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| Planning Consultation Practice | | |
| Document reference | : | BPC Planning |
| Issue | : | 0.1 |
| Issue date | : | 21st March 2023 |
| Period of validity | : | Reviewed in Annual Meeting of Parish Council |

Steps of Action

# On Receipt of a Planning Consultation

The Clerk will forward via email to all councillors the planning consultation request in a timely manner.

1. If the consultation deadline falls outside of a scheduled parish council meeting but is within 7 days of the meeting the clerk will ask for an extension of time to respond so that the application can be discussed at that scheduled meeting.
2. If the application falls outside of a time extension the clerk will notify the Councillors via email and wait to hear from the Chairman or two Councillors via email to be told if an EGM is to be called

# When no scheduled meeting or EGM occurs

The Clerk then becomes the Delegated Officer and will either :-

i. repeat appropriate comments previously made in relation to applications for the same property.

ii. repeat comments previously made in relation to the same development activity at the property.

iii. respond "no comment” in all other circumstances