

CRASTER PARISH COUNCIL

PLANNING APPLICATION PROCEDURE

1. When a planning application is received, all Parish Councillors to be informed of the application details by the Clerk via email and any interests to be declared at this point. Clerk and any Councillor with relevant information to draw attention to any recent 'planning history' where known.
2. Hard copy application to be put on circulation on day of receipt to those Councillors on the circulation list. The Councillor holding the plans during each Saturday morning of the consultation period will make the plans available to those visiting the Drop-In at the Memorial Hall. At Parish Council meetings, the Clerk will make hard-copy plans available for public inspection, if no longer on circulation.
3. Where further detail or clarity is needed from NCC, the Clerk will seek this as soon as possible, and feed response back to Councillors.
4. Each Councillor will share his / her views and conclusions by e-mail with all other PC members and the Clerk at the earliest opportunity.
5. Those Councillors not requiring sight of the hard copy application should also share that. The Councillor holding the plans when that e-mail is received should mark the circulation list accordingly.
6. If Councillors views on the application are significantly divided, resulting in not having a clear majority, then an extraordinary meeting of the PC will be held to resolve the issues (or at the next regular meeting, if timing of next meeting allows for this). At this meeting it will then be agreed as to whether an objection or support response be submitted to NCC.
7. Officers of the Council to consult and draft a response to NCC. The Clerk will e-mail to all Councillors for comment 7 days before the end of the consultation period. This response will only take account of valid planning considerations. Councillors wishing to comment on the response should make that comment by e-mail to all other Councillors and the Clerk at the earliest opportunity.
8. Clerk to send off final version to NCC Planning Department within the 21-day consultation period copied to all Parish Councillors.
9. If the application is referred to the Chairs' Committee and it is decided to deal with it by delegated powers then the report on this meeting will be sent to all Councillors. If any of the information in the report is considered to be inaccurate or inadequate by any Councillor then the Clerk will be informed. This will be discussed with the Chair and Vice Chair and a decision made as to the action to be taken.

10. If planning application is to be determined by Planning Committee, Clerk to inform Councillors and an agreement by the majority of Councillors will determine whether Parish Council oral representation is to be made at Planning Committee.
11. If planning application is refused and the applicant appeals, notice to be given to all Councillors by the Clerk for them to ascertain whether the Parish Council wishes to make written representation to the Inspectorate or seek to appear at any hearing.