

SHIPLEY PARISH COUNCIL

PROCEDURE FOR HANDLING CONSULTATION REQUESTS

Date Policy Reviewed	Date Policy Adopted
June 2015	15th June 2015
May 2016	16th May 2016
May 2017	18th May 2017
May 2018	17th May 2018
May 2019	16th May 2019
Sept 2020	3rd Sept 2020
May 2021	6th May 2021
May 2022	12th May 2022
May 2023	18th May 2023

1. On receipt of a consultation request, the consultation request will be added to the Council meeting agenda as follows:

- Financial
- Highways and rights of way
- Strategic planning
- Major planning applications
- Ordinary householder planning applications
- Minerals and waste
- Neighbourhood Plan
- Environmental
- Procedural

2. The agenda will record the closing date for the consultation to alert members of the public.
3. The consultation will be debated in accordance with the Council's adopted Standing Orders.
4. The Proper Officer of the Council will submit the consultation response on behalf of the Council.