**STIFFKEY PARISH COUNCIL**

**POLICY REGARDING CONSULTATION ON PLANNING APPLICATIONS**

**Background**

Stiffkey 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**

These are usually sent out by NNDC Planning Directorate on a Friday, by post and are accompanied by a letter requesting that responses are received back within 21 days. This is to enable NNDC to achieve the timetable set by government in relation to planning applications. It is often possible to ask the planning officer dealing with the planning application to give an extension to this 21 days – the outcome of this request though is dependent on planning committee dates and other information.

**Dealing with applications at Parish Council meetings**

Where possible, the Parish Council will consider planning applications at its meetings. The Clerk will notify Members in advance of any applications received. These planning applications will be detailed on the agenda of the meeting. In the event of them being received after the closure of the agenda they will be reported to the Chairman and members as being received and a notice will be posted on the parish notice board advising of their inclusion in the next meeting. Members should view all documents relating to an application online at the NNDC website prior to a Council meeting to ensure meetings do not overrun. Only in the event that the NNDC website is down, should documents be viewed at a meeting.

The Parish Council will consider applications in line with the District Council’s directive which includes, but is not limited to:

amenity, appearance of the development, conservation, design, effect on wildlife, highway safety, historic buildings, loss of light or privacy, noise, overshadowing of your home, traffic and parking issues

Issues which CANNOT be taken into account include:

boundary disputes, construction noise, effect on property values, loss of view, private rights

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

In the event of an application being received just after a meeting, then the parish council members will advise the Clerk of their comments on the application electronically within the 21 day consultation period. The Clerk will then respond to the Planning Directorate from the information provided, with the powers under Local Government Act 1972, authorising delegation to the Clerk.

In the event of an application being received from a member of the Parish Council, then 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 effect 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 NNDC 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.

 October 2015

Policy Agreed………………………………….

 October 2018

Policy review date………… …………………

RH DD

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Chair Acting Parish Clerk