

# Tormarton Parish Council

## Planning Applications Procedure

### INTRODUCTION

Parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of the parish councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

### AIMS

The aim of this planning applications policy is to improve the way in which Tormarton Parish Council responds to planning applications and promote parishioner engagement with this process.

### OBJECTIVES

The objectives are to streamline and speed up the consultation process and to ensure that residents informed about developments happening in the Parish.

### POLICY

Tormarton Parish Council will consider all planning applications as notified by South Gloucestershire Council in their capacity as statutory consultees on all planning applications relating to land and/or property that are within the Parish Boundary.

**All planning applications that are received at least three clear working days before a Parish Council meeting, will be included on the agenda for that next, and the Parish Council's response will be recorded in the minutes of that meeting.**

For all planning applications where the consultation period ends before the next regular monthly Parish Council meeting, all Members will be emailed with a link containing the relevant information for those applications, for independent comment, investigation, and debate via email. In this case the Clerk will advise Members of a deadline by which to reply to them with their comments on that application. The Members responses to this will then be collated, and a draft summary of these will then be emailed to all Council Member by the Clerk. If opinion is found to be divided a formal meeting will then be arranged to debate the issues and formulate a response to that consultation. A Council Member can ask that any such application be considered by a full meeting of the Parish Council subject the statutory notice period being available.

## **INFORMING RESIDENTS OF PLANNING APPLICATIONS**

Tormarton Parish Council will endeavour to inform its parishioners of all planning applications through;

- a) Tormarton Parish Council will maintain a mailing list of residents who wish to be informed about all new planning applications that are received by the Parish Clerk. All Parishioners who wish to be on this GDPR compliant database should sign up via the link made available on the Parish Council website at [www.tormarton-pc.gov.uk](http://www.tormarton-pc.gov.uk).
- b) The Parish Council Members will endeavour to contact any residents that may be directly affected by a Planning Application individually.
- c) New Planning Application Notices will be displayed on the Parish noticeboards.
- d) New Planning Application Notices will be displayed on the Parish Facebook Page.