

Tormarton Parish Council

Planning Applications Procedure

Version	Date adopted	Minute ref.	Notes	Review due
2.0	07/09/26	2026-09/9.1	Significant revision for clarity of process. Added provision for short notice applications to be considered at meetings. Revised notification procedure to match current practice.	Sep. 2028

INTRODUCTION

Parish and town councils are consulted on any planning application received by the local planning authority. The knowledge of parish councillors represents local views, provides local information, raises areas of concern, informs debate, and adds value to the process.

The aim of this planning applications procedure is to streamline the way in which Tormarton Parish Council responds to planning applications and ensure residents are kept informed of planning matters.

RESPONSIBILITIES

South Gloucestershire Council (SGC) are the local planning authority and are responsible for recording and reviewing planning applications, consulting other key stakeholders (known as “statutory consultees”) and for making all decisions on whether to grant planning permission and any conditions which should be attached.

Tormarton Parish Council (TPC) are notified by SGC, via the Clerk, of all planning applications within the parish boundary.

The clerk is responsible for informing councillors of the application and for submitting the council’s response to SGC.

Councillors are responsible for reviewing the application documents, considering local knowledge and input where relevant, and deciding TPC’s response.

RECEIPT OF PLANNING APPLICATIONS

Most planning application consultations have a three-week window for response. This can cause problems given that TPC typically meets only once per month, with no meetings in August and January.

The procedure on receipt of a planning application notification therefore depends on when it is received in relation to the council meeting date.

1) Applications received more than three clear days before a meeting, with an expiry date after that meeting

The clerk will inform councillors by email. The application will be listed on the agenda, with a link to the relevant pages on the SGC website.

2) Applications received within three clear days of the next meeting

The clerk will inform councillors by email & WhatsApp and will notify residents of the additional application via the Tormarton Community WhatsApp group. For applications in West Littleton, or in the wider parish area where considered relevant, a West Littleton councillor will circulate on the village email group.

The application will then be considered at the council meeting as if it had been specifically listed on the agenda. (The standing agenda item includes provision for consideration of applications received after publication.)

3) Applications with an expiry date before the next council meeting

The clerk will request an extension from the SGC planning officer. If granted, the application will be dealt with as in part 1) above.

If no extension is granted, the clerk will inform councillors of the application by email and will highlight that the consultation period ends before the next council meeting. A deadline for initial comments will be set, typically of 10 working days.

Councillors shall review the application and send any comments to the Clerk by email. Responses should be copied to all councillors for information.

The clerk will collate comments received into a draft response and circulate to councillors. A further deadline of at least 3 working days will be given for response. If no further comment is received from a councillor, they will be deemed to agree with the draft response. Any further comments will be used to draw up the final response.

The clerk is delegated to submit the final response to SGC on behalf of TPC. Responses made under this delegated power will be reported to the next council meeting.

Should any council member feel strongly that the application needs to be debated and the council's response agreed in a meeting, they must inform the clerk within 5 working days of the initial circulation. The clerk and chair will jointly decide whether an additional council meeting should be called.

REPORTING

All planning responses made to SGC will be summarised in the minutes of the relevant (or next, for delegated responses) council meeting. TPC's full responses can be viewed on the application's page of the SGC planning website.

The eventual SGC planning decision will also be reported in council minutes once received.

KEEPING RESIDENTS INFORMED

TPC wishes to operate in a transparent manner, but does not have capacity or any legal duty to report every planning application directly to residents.

Residents can find details of planning applications up for consideration via the council agendas, which are published on the website (www.tormarton-pc.gov.uk) and on the village noticeboards.

Any short notice applications will also be put on the Tormarton Community WhatsApp group and/or the West Littleton village email group, as appropriate.

Residents are encouraged to sign up for planning notifications directly from SGC.

Instructions for doing so can be found at the following web link:

https://beta.southglos.gov.uk/static/88d738034f0da19c1c6bb3ce2fb34c98/How_to_set_up_and_manage_a_Public_Access_account.pdf

You can request notification of planning applications within set parameters, for example all within Tormarton parish area. Note: SGC no longer inform residents directly of planning applications near their properties, since they consider that the option to sign up for notifications is sufficient.

REVIEW

This procedure will be reviewed at least once every two years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.