

**NEWTON ON THE MOOR & SWARLAND
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 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. If Councillors consider that an application is unusually large and / or complex, involving documentation difficult to view in its entirety on-line, then the decision can be taken to make the hard copy plans and documents available for public viewing, for a period or periods to be decided, in a public place such as one or other village hall.
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. 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.
6. Clerk to draft a response to NCC and e-mail to all Councillors for comment before submitting to NCC.
7. Clerk to send off final version to NCC Planning Department within the 21-day consultation period.
8. If planning application is to be determined by Planning Committee, PC 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.
9. If planning application is refused and the applicant appeals, notice to be given to all Councillors by the PC Clerk for them to ascertain whether the Parish Council wishes to make written representation to the Inspectorate or seek to appear at any hearing.