

## EMBLETON 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. The Clerk will post details of the application on the Parish Council (PC) website, and Facebook page. An ongoing notice in the Whinstone Times will inform parishioners of where they can view details of recent planning applications in the parish
2. 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 of the village halls. At PC meetings, the Clerk will make hard-copy plans available for public inspection, if no longer on circulation.
3. Where further detail or clarity is needed from Northumberland County Council (NCC), the Clerk will seek this as soon as possible, and feed response back to Councillors.
4. All planning applications will be discussed at the next PC meeting after they are received. If necessary special 'planning' Parish Council meetings will be held in August and December. Councillors unable to attend a Council meeting can submit their comments relating to the application to be read out at the Council meeting but only Councillors present at the meeting are eligible to vote.
5. If Councillors views on the application are divided at a meeting then a vote will be taken and the majority view will prevail. This applies to not only whether an objection or support be submitted but to the individual clauses to be included. The results of any vote taken will be recorded in the Minutes.
6. Clerk to draft a response and send off final version to NCC Planning Department as soon as possible if not within the guidance 21 day consultation period.
7. If a planning application is to be determined by Planning Committee, Clerk to inform Councillors and an agreement by the majority of Councillors at the next Parish Council meeting will determine whether Parish Council oral representation is to be made. If a presentation is to be made the Chairman will prepare his speech, based on the original Parish Council submission, and it will be circulated to all Councillors for comment. If necessary the Clerk will use delegated authority to reach an agreed presentation by means of e mail voting.

8. If planning application is refused and the applicant appeals, notice to be given to all Councillors by the Clerk for them to ascertain whether the PC wishes to make written representation to the inspectorate or seek to appear at any hearing.