

North Runcton Parish Council

PLANNING APPLICATION PROCEDURE

Adopted at the Parish Council meeting held8th July 2025.....

Signed.....*K Fuller*.....Chairman

Commenting on a Planning Application

- When an application is received by the Parish Clerk where the deadline date for comments falls outside of the timetabled PC meetings, the following will be considered;
 1. Is it contentious enough to call an EGM or Public Meeting?
 2. Do Councillors feel that an extension should be requested?
 3. Do Councillors agree that the responsibility of commenting on the application can be delegated to the Clerk, responding in accordance with comments received via email from Councillors.
- The above will be decided via email correspondence to the Clerk, with Councillors using the 'Reply To All' function when sending so that everyone can see all comments. Councillors should remember that declarations of interest still apply.
- The majority option will be followed, with the discretion of the Chairman.
- Any response to a planning application dealt with per option 3 above shall be added to the agenda of the following PC meeting and recorded in the minutes.

Site Visits

- Site visits can be arranged for any planning application that the Council considers necessary, however, this will be subject to agreement from the applicant.
- Site visits will be carried out by a minimum of 2 nominated Councillors with prior agreement of the Council and authorisation of the Parish Clerk.
- Those Councillors making a site visit will collect information only for clarification purposes and will not agree to anything relating to the Council's formal comments on the application.
- The Councillors who make the site visits will produce a report to the Council who will then use it as material consideration when producing comments that the Parish Clerk will submit to the Borough Council.

Next Review July 2026