



# Uncontentious Planning Application Procedure

September 2019 v1.0 approved October 2019

## **1 Use**

This Procedure is to be used when planning applications are received with a closing date before the next ordinary parish council meeting and appear to the Clerk or other designated officer to appear uncontentious.

Uncontentious for the purposes of this Procedure means that, in the officer's reasonable opinion, if the application were to go to the council:

- the resolution would it would be unlikely to be other than to make no comment or no objection
- the application would be unlikely to give rise to significant differences of opinion amongst members.

## **2 Statement of Policy**

Under the circumstances described in this Procedure the officer shall respond to uncontentious planning applications on behalf of the Council.

## **3 Procedure**

On receipt of notification of a planning application meeting the above criteria the officer will:

- Copy the notification to all members indicating that this procedure will be used and of the comment that the officer proposes.
- Agree the proposed comment with the Chairman (or in their absence the Vice Chairman) and if this is not the same as that originally proposed by the officer, notify the members of the change.

- Unless two or more objections are received by the officer within 2 weeks of the above notification being issued to members or the closing date for comments (whichever is sooner):
  - convey the comment agreed with the Chairman or Vice Chairman to the Local Planning Authority (LPA)
  - Put the application on the agenda for the next parish council meeting for formal ratification.
- If two or more objections are received as above:
  - Request an extension from the LPA to allow the comment to be made after the next parish council meeting and put the application on the agenda for that meeting
  - if such an extension is not forthcoming, remind members of their right to call an extraordinary meeting to discuss the application.