



NORTH WALSHAM TOWN COUNCIL

Planning Procedure

Adopted by the Council at its meeting held on 23.9.19

1 Procedure for Planning Applications

Introduction :

North Walsham Town Council is expected to give responses to planning applications, consultations and appeals occurring in the wards of North Walsham in its role as a consultee. The Planning Committee will give the responses on behalf of the Town Council. Such responses to be made within 21 days being the consultation period.

The Planning Agenda for all Planning Meetings will be placed on the Town Council's website and on Notice Boards if members of the public wish to attend.

The responses to planning applications will be sent to North Norfolk District Council, Norfolk County Council or the Planning Inspectorate as appropriate.

Planning applications are considered at Planning Meetings by the Planning Committee, other members of the Council can also attend if they wish and make comments.

2 Standard Planning Procedure

The following procedure will be follows :

- On receipt of a planning application it will be emailed through to members by the Proper Officer
- If an extension of time is needed for the response this will be applied for by the Proper Officer to the Planning Officer
- After a decision is made this will be loaded on to the NNDC website or emailed to NCC or the Planning Inspectorate by the Proper Officer

NNDC would like the following responses to be considered:

- supports the application or
- has no objection or comment or
- objects to the application

Any additional comments can also be made with the response if necessary.

3 Non Standard Planning Procedure (during recess and except where there is a maximum of three minor planning applications)

Delegated Powers are set out in Condition 27a. for Planning Applications

During the August recess or on receipt of three minor planning applications, the following process is followed under delegated powers given to the Mayor, Deputy Mayor, Chair and Vice Chair of Planning and the Proper Officer :

- the planning application will be emailed to all members asking for any comments giving a deadline date for submission to the Proper Officer
- all comments will be passed to the delegates for consideration
- once a decision is reached the Proper Officer will load this on to the NNDC website alternatively email NCC or the Planning Inspectorate.

If a major planning application is received during recess, then a Special Meeting of the Planning Committee will be arranged.

Note: When considering a planning application only certain issues are taken into account which are known as material planning considerations, therefore, each planning application will be considered fully taking into account:

- **material planning considerations such as highways, trees, layout and density etc**
- **non material planning considerations such as loss of view, previous objections etc.**