

DELEGATED AUTHORITY PROCEDURE PLANNING APPLICATIONS

Planning application notified to Town Council via e-mail.

E-mail copied to planning clerks/ officers.

Officers to update internal planning list.

Same notification (e-mail) forwarded to all councillors within 3 working days.

Planning Committee Town Councillors to provide initial comment to officers including a nil return within 7 days of receipt of e-mail. (Other Councillors to comment if they wish).¹

All final responses should include a recommendation that matches the options available via the planning portal:

- Support (either with or without comment)
- Object (either with or without comment)
- Representation (comment that neither supports or objects)

If no responses are received within 7 days Planning Clerk to consider whether a response might be needed and discusses with the Town Clerk.

Save all comments to an application in one place.

If most of the planning committee have responded similarly, Planning Clerk to produce a form of words that captures consensus or use the best response. (Where there are differences of opinion (some support and some object) the Planning Clerk will consider comments against material planning considerations and produce a view that best represents what might be considered a majority view.)

Once the Planning Clerk has decided on the draft submission, send a copy to the Chair or Deputy Chair of Planning to advise of proposed response and that this will be sent within 48 hours unless a response is received to the contrary.

Submit response via Shropshire Council's online planning portal.

Update internal planning list with submitted comment and mark off as completed.

Planning clerks to review at least fortnightly the internal list to ensure that each application has had a response.

¹ While the length of time to respond is to the LPA is longer than this that the reason behind responding within 7 days is that if all committee members consider that an application does not require a comment then we can knowingly not look to not respond. Furthermore, an initial comment might merely be that a councillor would like to respond but needs some time to consider a suitable response and this provides the planning clerk with some indication that a particular planning application might require some more detailed research before responding.

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pastrophires.gov.uk/online-applications/applicationDetails.do?activeTab=makeComment&keyVal=RCP/P1/D0/G100

Are your personal details correct? Click to update my personal details.

Your Title: -

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No. 01746 762231

Your Email Address: * planning@bridgnorthtowncouncil.gov.uk

Commenter Type: *

Stance: *

Your Comment 6000 characters left

Object Support Representation

on idox solution

Contact Shropshire Council

Complaints

Maps

Leave feedback

Raining now 11:13 31/05/2022