

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 comment to officers including a nil return within 7 days of receipt of e-mail. (Other Councillors to comment if they wish).

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.

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.