

# **Mortimer West End Parish Council**

## **Planning Application Review Policy**

The Parish Council is a statutory consultee on planning applications and is normally given 21 days to comment by the Planning Authority of Basingstoke and Deane Borough Council. The Parish Council has no power to approve or reject planning applications. It is, however, consulted by the planning department and invited to express a view. In general, the planning officers will decide the outcome of an application by applying planning guidelines drawn up by the borough council and central government. Local residents, who may be affected by the development, and the Parish Council are then informed of the application and invited to comment.

Residents are welcome to attend Parish Council meetings where applications will be considered. Residents can also make individual comments directly to the planning department by accessing the planning portal <https://planning.basingstoke.gov.uk/online-applications/> or emailing [planning@basingstoke.gov.uk](mailto:planning@basingstoke.gov.uk). It is up to the applicant or interested parties to contact the Parish Council if they wish to make a representation. The Parish Council will not routinely contact the applicant or owners of neighbouring properties.

There is some guidance about how to comment on a planning application at the following link <https://www.basingstoke.gov.uk/comment-on-a-planning-application>

The agenda for each Parish Council meeting will include an item to consider planning applications and a list of applications being considered will be included in the agenda which is publicised at least 3 working days before the meeting.

Anyone wishing to comment on a planning application will be given an opportunity to speak at the appropriate time during the meeting. If possible, it is helpful to let the Clerk know of your intention to attend either by phone 0118 970157 or by email [parishclerk@mortimerwestendpc.org.uk](mailto:parishclerk@mortimerwestendpc.org.uk).

### **Planning application review procedure**

1. On receipt of a planning application for review or consultation from Basingstoke and Deane Borough Council the Clerk will circulate the details to all councillors via email.
2. Councillors will then be expected to access the planning portal to review the application and supporting documents. If at that stage any Councillor believes that hard copy versions of plans would be helpful, they should let the Clerk know and they will be requested (at a charge) from Basingstoke and Deane Borough Council.
3. The Clerk will add the application to the agenda for the next meeting. If the deadline for comments and/or the deadline for a decision to be made is after the next full council meeting the Clerk should request an extension from Basingstoke and Deane planning office.
4. In the majority of cases it should be possible for the Parish Council to make a decision on the response to be given on an application in a full council meeting. If for any reason this is not possible (for example if the deadline is before the next meeting and no extension is given by Basingstoke and Deane planning department) then views will be sought from councillors via email. If the view is anything other than 'no objection' or no comment' then an extraordinary meeting should be called. If all councillors agree that either 'no objection' or 'no comment' should be returned the Clerk can be delegated to reply on the Parish Council's behalf. This decision would then be reported at the next full council meeting.

5. All responses will be based on material planning considerations i.e. the criteria by which the local planning authority will judge an application, notably whether it fulfils relevant planning policies. All councillors will abide by the Code of Conduct and must declare any personal/ prejudicial interest that may preclude participation in discussion or voting. The decision on the Council's response to an application will be made by resolution as set out in the Council's standing orders and recorded in the minutes.

6. Councillors may undertake site visits, as appropriate and with permission, to assist in formulating the Parish Council's response. Councillors may contact neighbours in certain situations to seek their views but this will not be done for every planning application.

7. The Clerk will email the planning department the day after the Parish Council meeting to inform them of the Council's view on an application and where applicable the reasons for their decision.

8. The Parish Council cannot usually revisit an application once an application has been discussed and a resolution made, unless there has been a material change to the application.

9. Basingstoke and Deane planning departments final decision on an application will be reported at the next full council meeting and recorded in the minutes.