

**ECKINGTON PARISH COUNCIL
PLANNING APPLICATION PROCEDURE**

WHEN PRESENTATION AT PC MEETING POSSIBLE

- Clerk receives notification from WDC
- Clerk distributes to Planning Working Group (PWG), copy to rest of Parish Council (PC). This is the notification date.
- PWG Chair liaises with PWG who decide
 - straightforward, no comment or no objection
 - needs research, compare NPPF, SWDP, any specific National planning guidance. flood risk, Eckington NP etc
 - needs site visit
 - needs extension of end consultation date, to allow full PC approval to PWG proposed response. If necessary, Chair PWG contacts Planning Officer accordingly
- PC members access application on WDC Planning Portal and send comments to Chair PWG within 7 days of notification date.
- Chair PWG composes response and circulates to rest PWG
- PWG sends comments or approval to Chair PWG
- Chair PWG presents proposed PWG response to PC at the next PC meeting
- If approved Clerk sends to WDC Planning
- If further comments received and agreed by PC at meeting then Clerk amends accordingly and sends to WDC Planning

IF PRESENTATION AT PC MEETING NOT POSSIBLE

- Clerk receives notification from WDC
- Clerk distributes to PWG, copy to rest of PC. This is the notification date.
- PWG Chair liaises with rest of PWG and decides
 - straightforward, no comment or no objection
 - needs research, compare NPPF, SWDP, any specific National planning guidance. flood risk, Eckington NP etc
 - needs site visit
 - needs extension of end consultation date, to allow full PC approval to PWG proposed response. If necessary Chair PWG contacts Planning Officer accordingly
- All PC members access application on WDC Planning Portal and send comments to Chair PWG within 7 days of notification date. PC MEMBERS MUST RESPOND
- Chair PWG composes response and circulates to rest PWG
- PWG sends comments or approval to Chair PWG
- Clerk submits to WDC Planning

GG.

03 September 2019

Adopted by scheme of delegation at PC meeting 10th September 2019