

Broadmayne Parish Council: Planning Application Protocol

(Version 2, adopted August 2017)

August 2017

1. Parish Councils are entitled to be notified in writing of every planning application falling within their area and have the power to comment on such proposals. The local planning authority must take any representations made by a parish council into account in coming to a decision on a planning application. Although the Parish Council does have this role in the planning process, it remains the responsibility of individual residents to make their views about planning applications known to the district council.
2. Broadmayne Parish Council will conduct itself on planning matters in a way which is transparent, accountable, objective and fair.
3. Broadmayne Parish Council shall appoint members to a 'Planning Group' at the Annual Parish Council meeting in May. The members of the group shall agree, with the Clerk, areas of the Parish for which they will take primary responsibility in terms of communications regarding planning applications.
4. The Clerk will be advised by WDDC by e-mail that an application for their Parish has been added to the on-line register. The Clerk shall also check the register on a weekly basis.
5. The Clerk shall, as soon as possible, enter in a register maintained for the purpose the following particulars of every planning application notified to the Council:
 - a. the date on which it was notified
 - b. the name of the applicant
 - c. the place to which it relates
6. The Clerk shall allocate every planning application to a member of the Parish Council's 'Planning Group' in accordance with their agreed areas of responsibility and having regard to their availability, and e-mail that Councillor, the planning group (and cc the other Councillors) with a link to the application.
7. The Clerk shall download and keep on a flash drive copies of all planning applications.
8. The Clerk shall post a notice of new planning applications on the main village notice board on a weekly basis.

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9. New planning applications shall be put on the agenda for the next Parish Council meeting. When deemed necessary by the Chairman, relevant plans will be shown via the laptop and projector at the Parish Council meeting.
10. If the closing date for comments is before the next Parish Council meeting the Clerk shall seek an extension to the period for comments until after that meeting. In the event that WDDC officers do not agree to an extension to the period for comments, then an alternative form of letter (at Appendix 2) shall be sent to neighbours at per paragraph 11(a)(ii) below, and the procedure at paragraph 17 shall be followed.
11. The member of the Planning Group to whom the application has been allocated shall:
 - a. assess, initially, the likely scale of impact on neighbouring properties and if deemed appropriate:
 - i. determine, to the best of their ability, all neighbouring properties to the site of the application and any other properties likely, in their opinion, to be majorly affected
 - ii. print and deliver letters to those properties and to the site of the application informing them of the date of the Parish Council meeting at which the application will be discussed. The form of the letter to be used is at Appendix 1 to this protocol. The Clerk will provide the Councillor dealing with the matter with a customised version of the letter.
 - b. look at the site from the public highway or other publicly accessible vantage points
12. Any member of the Planning Group, if contacted by a member of the public about the application prior to the Parish Council meeting, shall:
 - a. inform the other members of the Planning Group of the contact and the resident's views
 - b. If the resident requests a meeting, the member of the Planning Group shall:

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- i. determine with the other members of the Planning Group whether it would be appropriate for more than one Councillor to follow up the request
 - ii. report the outcome of any meetings to any other members of the Planning Group
13. Any Councillor not a member of the Planning Group shall if contacted by a member of the public about a planning application ask that person to contact the relevant member of the Planning Group.
14. All members of the Planning Group shall email their comments to the rest of the Planning Group, the Chairman and Clerk in a timely fashion. The Clerk shall consolidate the comments and distribute them with the agenda (time permitting).
15. Each application shall be discussed at a Parish Council meeting. Any comments from members of the public and the applicant shall be listened to, the Chairman shall report on the views of the Planning Group, the views of other Councillors shall be given and, after discussion, a decision shall be made and any additional comments for submission to WDDC agreed.
16. After the Parish Council meeting, the Clerk shall draft comments for submission to WDDC and these will be checked by the Chairman. The Clerk shall then upload the objection or comments (or indicate no objection) to the relevant planning applications page of the Dorsetforyou website.
17. Where it is not possible for an application to be considered at a Parish Council meeting, the Planning Group will, by means of e-mail exchanges, reach a decision and agree any additional comments. Councillors not on the Planning Group shall be copied into those exchanges so that they can contribute to the debate if they wish. The Clerk shall be advised of these exchanges, and shall draft comments for submission to WDDC and these will be checked by the Chairman. The Clerk shall then upload the objection or comments (or indicate no objections) to the relevant planning applications page of the Dorsetforyou website.
18. In the event that an application to which the Parish Council has objected falls to be determined by the WDDC Planning Committee, rather than an officer, then the Parish Council will be invited to send a representative to speak at that meeting. The Clerk will receive that invitation and shall advise the Parish Council accordingly.

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Appendix 1 – Letter to neighbouring properties (version 1)

Dear Resident,

Planning Application number: WD/D/

Address of Property:

Nature of development:

West Dorset District Council has received a planning application for the above address. Details of the application can be found at:

The application will be discussed at the Broadmayne Parish Council meeting on at 7.30pm in the Methodist Hall. All parishioners are welcome to attend Parish Council meetings, and will be given the opportunity to speak to the meeting. If you feel that you could assist the Parish Council in formulating its response to the application by talking to a member of the Parish Council's Planning Group before the meeting, please contact Councillor xx (01305 xxxx).

Yours faithfully

Councillor xx
Broadmayne Parish Council

Appendix 2 – Letter to neighbouring properties (version 2)

Dear Resident,

Planning Application number: WD/D/

Address of Property:

Nature of development:

West Dorset District Council has received a planning application for the above address. Details of the application can be found at:

It was not possible for the Parish Council to obtain an extension to the period allowed for comments so that this matter could be considered at a Parish Council meeting. However, if you feel that you could assist the Parish Council in formulating its response to the application by talking to a member of the Parish Council's Planning Group, please contact Councillor xx (01305 xxxx) by xx at the latest.

Yours faithfully

Councillor xx
Broadmayne Parish Council