



## **Chippenham Town Council Procedural Guidance for Dealing with Planning Applications**

(Adopted by Chippenham Town Council on 26 September 2018)

### **Information to members of the public on planning applications in the Parish of Chippenham**

#### **1. Who makes the decision on a planning application?**

Wiltshire Council is the Local Planning Authority for Chippenham. A decision on whether to grant or refuse planning permission is taken by them. The Town Council has no authority to grant or refuse planning permission.

#### **2. What role does the Town Council have?**

Chippenham Town Council is one of a number of statutory consultees, which means that Wiltshire Council has to notify us when a planning application has been made in the Parish. Chippenham Town Council has an opportunity to comment on the application within the specified consultation period (generally 21 days). The Town Council's comments should be based upon planning policies, (with reference to national planning guidance and local planning policy) and any other material considerations. Comments and observations made are recorded in the Minutes of the Planning, Environment and Transport (PET) Committee.

As the Local Planning Authority, Wiltshire Council is obliged to undertake public consultation on the proposed development, including consulting with neighbouring residents and community groups. Chippenham Town Council has limited resources and is unable to offer any advice or support on planning applications. However, if there are any issues you believe we should be made aware of in connection with a planning application, please bring them to our attention (see 4. and 5. below).

#### **NOTE:**

Any planning application notifications that are received by Chippenham Town Council, and where the consultation period expires before the next meeting of the Council's PET Committee, will be dealt with under delegated authority via the PET Committee adopted procedure shown at Appendix 1 below.

#### **3. How can I apply for planning permission?**

Advice from Wiltshire Council can be found here:  
<http://www.wiltshire.gov.uk/planning-advice>

#### **4. I have applied for planning permission, should I go to a Town Council Committee meeting?**

Chippenham Town Council welcomes both applicants and objectors to attend PET Committee meetings. Please look at the consultation period timescales ascribed to your planning application by Wiltshire Council and visit <http://www.chippenham.gov.uk> to find the next meeting date of the PET Committee that coincides within that consultation period timeframe.

You also have an opportunity to speak for up to three minutes on an application during Public Question Time at the beginning of the PET Committee Meeting.

If you wish to speak during Public Question Time you may want to (but do not have to) advise the Town Council Administrative Services Officer - Planning that you will be speaking by telephoning 01249 446699 or emailing [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk)

#### **5. How may I object, support or comment on a planning application?**

You must ensure that your comments to Wiltshire Council are received within the specified period stated on the documentation that will accompany the application. Any comments or objections must be made in writing through the process specified by Wiltshire Council.

Advice and guidance on how to comment can be found on the link set out below. Please read these carefully:

<http://www.planningportal.gov.uk/general/faq/faqapplyprocess#HowdoIobjecttoaplaningapplicationandcanIdosoonline>

If you wish the Town Council to hear any comments you have, please follow the procedure set out in 4. above.

Where there are relevant planning grounds for objection the Town Council may use objectors' comments to form its own response. However, objectors should also ensure that they send in comments themselves to Wiltshire Council.

#### **6. Can I object, support or comment on a planning application after the consultation period?**

Not usually. It is very important that any comments you wish to make are made to Wiltshire Council within the specified time.

## Appendix 1

### **POLICY FOR DEALING WITH PLANNING APPLICATIONS BETWEEN MEETINGS OF THE TOWN COUNCIL PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE**

*The Town Council notes that the best method by which a Town/Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Town Council Planning, Environment and Transport Committee (PET) meeting, to which members of the public have been invited by public notice. A meeting will always be called to comment on potentially contentious planning applications.*

*This policy has been agreed at a meeting of **Chippenham Town Council PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE** held on 10 March 2016*

1. The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Town Council Planning, Environment and Transport Committee (PET) meeting, has been delegated to the CHIEF EXECUTIVE. This is in consultation with the Chairman and Vice Chairman of the PET Committee together with the PET Councillor(s) representing the Ward the application is in (and in the case of larger developments the PET Councillor(s) representing neighbouring wards), the Town Council Administrative Services Officer – Planning, and the Planning Officer and in line with the following procedure:-
2. The Town Council Administrative Services Officer – Planning emails the Chairman and Vice Chairman of the PET Committee, together with the PET Councillor(s) representing the Ward (and in the case of larger developments the PET Councillor(s) representing neighbouring wards), the application from Wiltshire Council asking that they return their comments by a specified date, within the prescribed consultation period, to the Chief Executive for determination of the Council's response.
3. The Town Council Administrative Services Officer – Planning arranges for a copy of the application details to be placed on the external CTC Town Hall notice-board and website and invites comments from the public within a specified time period, also stating that the application is being discussed under delegated powers, not at a scheduled meeting.
4. The Chief Executive's determination and comments will be based upon planning policy and material considerations which are lawful and purely on planning (not personal) grounds.
5. The Chief Executive's determination and comments are forwarded to Wiltshire Council by the Town Council Administrative Services Officer – Planning within the consultation period.
6. A copy of the decision and comments will be put on the agenda to be received at the next meeting of PET.

7. Where the planning application is potentially contentious the Town Council Administrative Services Officer – Planning will contact Wiltshire Council and ask for an extension to the consultation period.
8. Where no extension is given an extraordinary meeting of the PET committee will be called, meeting the legislative requirement for 3 clear days' notice of the meeting being given.
9. If an extraordinary meeting of PET cannot be called to meet the deadline consultation period for the application, procedure 1 – 6 of this policy will be undertaken.