

## FRINGFORD PARISH COUNCIL

### Planning Application Procedure

The Clerk receives the planning application from Cherwell District Council, date stamps it and enters it in the 'Planning Spreadsheet' with information including the date on the letter, the date received, the application number, the applicant name, the location / address, the proposal, the Case Officer, the date it is due back to the Clerk, the date it is due back to CDC.

The Parish has 21 days to consider the application from the date on the letter. However, if there is no Parish Council meeting in that time, the Clerk may write to the Case Officer to request a time extension.

The Clerk completes a circulation form and attaches it to the front of the envelope.

The Clerk completes the 'Standard Applicant letter' to the applicant informing them of the date and time of the meeting at which it will be considered and posts it.

The Clerk completes the 'Standard Neighbour letter', prints out the required number of copies and puts them in the envelope with the plans in case the neighbours are not available.

The Clerk prints out the neighbour list and map from CDC Planning Portal to ensure that neighbours are contacted and puts it with the neighbour letters.

The Clerk takes the envelope to the Councillor living nearest to the applicant in order that they may visit the neighbours and the applicant and then that Councillor will start the circulation to the other Councillors.

[The Clerk puts the application details in 'Parish Council News and Planning Applications' on the website.](#)

At the meeting the Councillors consider the plans and make a decision.

If there are no objections or comments, the Clerk emails the Case Officer to that effect generally with the wording 'Fringford Parish Council met on Monday xx and considered planning application ref xxx, [name] at [address], for '[proposal]' and had no comments or objections.

If there are objections, comments or suggested conditions, the Clerk will email the Case Officer with those objections, but also inform the local District Councillor so that the Councillor may take it up at the next CDC Planning Committee.

Adopted at a meeting of the Parish Council on 19 October 2015