
Planning Application Procedure

LTC is a statutory consultee on Broads Authority, NCC and South Norfolk Council planning applications. The application will be determined by the Planning Authority. As a consultee, LTC can return a ‘support’, ‘object’, or ‘neutral’ comment.

The Clerk (and such officers as the Clerk may delegate), are each authorised to respond to planning applications and prior notifications upon which the Council has been consulted, except those where the following apply:

- i. A Councillor has requested that the application be considered in full Council for appropriate planning reasons
- ii. The applicant is known to be a councillor, employee, or close relative of a councillor of Loddon Council and the application has received one or more objections. Close relative is defined as spouse, partner, parent, parent-in-law, son or daughter
- iii. The Clerk or delegated officer knows that a councillor or employee of Loddon Council has a declarable pecuniary interest in the application
- iv. The Clerk considers in their own capacity or following compelling reasons from a councillor that there are exceptional circumstances which warrant consideration of the proposal by full Council.
- v. The proposal has potential to generate or result in the loss of employment, or may be controversial for any other reason e.g. size and/or location of the development.

Consultee letters will be circulated to full Council via email as soon as practicable. The Cllrs will have 7 days to indicate if any of the above criteria applies. If the application is to be discussed by full Council, an Officer may need to apply to the Planning Authority for an extension. The Clerk will add it to the next available full Council agenda.

Full Council will determine their stance on a planning application – ‘support’, ‘object’, or ‘neutral’, and discuss any relevant material considerations. Cllrs may wish to compile reports for Council to consider. Responses to Planning Applications will be submitted by an LTC Officer.

If an application is delegated, the Clerk is authorised to reply on behalf of the Council with a ‘neutral’ stance, and with the comment “the Council have considered this application and have no comment to make”.

With respect to reports of planning breaches, Cllrs and individuals will be encouraged to report a planning breach directly to the relevant Planning Authority.

This Planning Application Procedure was adopted by Loddon Parish Council at its meeting held on the 12 October 2022 and was reviewed at the meeting on the 09 November 2022.

Signed:

Dated:

Date for next review: November 2025 (reviewed every three years).