

UPPER BEEDING PARISH COUNCIL

Planning Applications Policy

INTRODUCTION

All parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of parish councillors represents local views, provides local knowledge, raises areas of concern, informs debate and adds value to the process.

AIMS AND OBJECTIVES

Aims

The aim of the planning applications policy is to improve the way in which Upper Beeding Parish Council responds to planning applications.

Objectives

The objectives are to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

POLICY

Upper Beeding Parish Council Planning Committee consider all planning applications as notified by Horsham District Council or the South Downs National Park Planning Authority as authorities.

All planning applications, irrespective of type of application are reported to the Planning Committee.

To be decided in consultation with all planning committee members.

Members will be emailed with a pack containing all the relevant information for 'minor' applications, these would usually be decided by the Planning Authority Case Officers and include:

- Single storey rear extensions
- Porches and conservatories
- Garage conversion into habitable space
- Repairs/restorations to listed buildings
- Advertising
- Summerhouses and offices in gardens
- Variation of conditions
- Tree works (any application for tree works will also be referred to the tree warden for comment)

The Clerk will advise Members of a deadline for reply. Responses will be collated and the planning authority informed. If opinion is divided a meeting will be arranged to debate the issues and formulate a response to the consultation. Any Member can ask that the application be considered by the Planning Committee.

To be decided at a Planning Committee meeting.

Members will be summoned to a meeting in accordance with the planning committee terms of reference and include the following types of application:

- Demolition and replacements.
- Large extensions.
- Applications with a substantial impact on neighbours/street scene
- Change of use
- Applications requiring listed building consent (not including repairs and restoration)
- Infill

Any member can request that the application be referred to Full Council.

To be decided at a Full Council Meeting

These applications may need an extension to the consultation deadline, this will depend on when the application is received and if it corresponds with the meeting calendar. These applications are generally large-scale developments or those that would be considered by committee at the local authority.

- New developments
- Social infrastructure
- Community facilities
- Request by a member of the Planning Committee

Appendices

[Planning Response Guidelines](#)

[Class Use Classifications](#)