



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **Planning Application Procedure Policy**

#### **INTRODUCTION**

Town and Parish councils are statutory consultees on any planning application received by the local planning authority. The knowledge of the parish councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

#### **AIMS**

The aim of this planning applications policy is to improve the way in which Patchway Town Council responds to planning applications and promote parishioner engagement with this process.

#### **OBJECTIVES**

The objectives are to streamline and speed up the consultation process and to ensure that residents informed about developments happening in the Town.

#### **POLICY**

Patchway Town Council will consider all planning applications as notified by South Gloucestershire Council in their capacity as statutory consultees on all planning applications relating to land and/or property that are within the Town Boundary.

All planning applications that are received at least three clear working days before a Town Council/Committee meeting, will be included on the agenda for that next, and the Town Council's response will be recorded in the minutes of that meeting.

For all planning applications where the consultation period ends before the next regular meeting, all Members of the Parks, Open Spaces, Planning and Transport Committee will be emailed with a link containing the relevant information for those applications, for independent comment, investigation, and debate via email. In this case the Clerk will advise Members of a deadline by which to reply to them with their comments on that application. The Members responses to this will then be collated, and a draft summary of these will then be drafted by the Clerk. If opinion is found to be divided a formal meeting will then be arranged to debate the issues and formulate a response to that consultation. A Council Member can ask that any such application be considered by a full meeting of the committee subject the statutory notice period being available.

All planning applications for Houses of Multiple Occupancy (HMO) will be shared onto the Town Council's social media and website.