

**FITTLETON CUM HAXTON PARISH COUNCIL (FcHPC) PLANNING APPLICATIONS
PROCEDURE FOR RESPONDING TO WILTSHIRE COUNCIL**

Planning Application Officer - PAO) receives details of the Application from FPC Clerk, who also notifies Chairman of receipt of Application and Application number.

PRE-INSPECTION

1. PAO arranges with fellow Planning Sub-Committee members and Applicant to inspect site of Application, if necessary, after they have studied the drawings and documents. PAO notifies neighbours likely to be affected. (Inspection of site only with consent of owner – FPC has no right of entry)
2. Clerk puts basic details of Application on Notice Boards.

INSPECTION BY SUB-COMMITTEE

3. Complete Site Inspection Form (Annex B) after any necessary visit/study of drawings.
4. If all answers on the form are NO and written representation has not been made to FPC by any Parishioner(s), pass the Site Inspection Form and other documents to the Chairman who will note Annex B and pass the documents to the Clerk for notifying Wiltshire Council and filing.
5. If there is a YES answer or written representation from any Parishioner(s), PAO to discuss with the Chairman the need for a full Parish Council inspection of the documents/site and any need for a Public Meeting prior to the Parish Council deciding on their response to Wiltshire Council.

INSPECTION BY FULL COUNCIL

6. If the Chairman decides that an Inspection by the full Council is necessary, the Clerk convenes a full meeting of the Council at the entrance to the site, seeking Applicant's permission to enter the site.

It is advisable that the Clerk lets the Wiltshire Councillor for the Parish know that a full Parish Council inspection is being undertaken and to notify him/her of the result of the Inspection. His/her advice may be sought on any Planning issues, but they cannot make known their opinion of the application. Should the Parish Council decide to oppose the application the Wiltshire Councillor should be asked to consider CALLING-IN the application for consideration by the Wiltshire Council Planning Committee.

7. Following the full Parish Council inspection the Clerk will respond to Wiltshire Council by internet or post and file the documents. The reasons for opposing an application should be stated.
8. The Chairman gives a report on the application at the next ordinary meeting of the Parish Council.