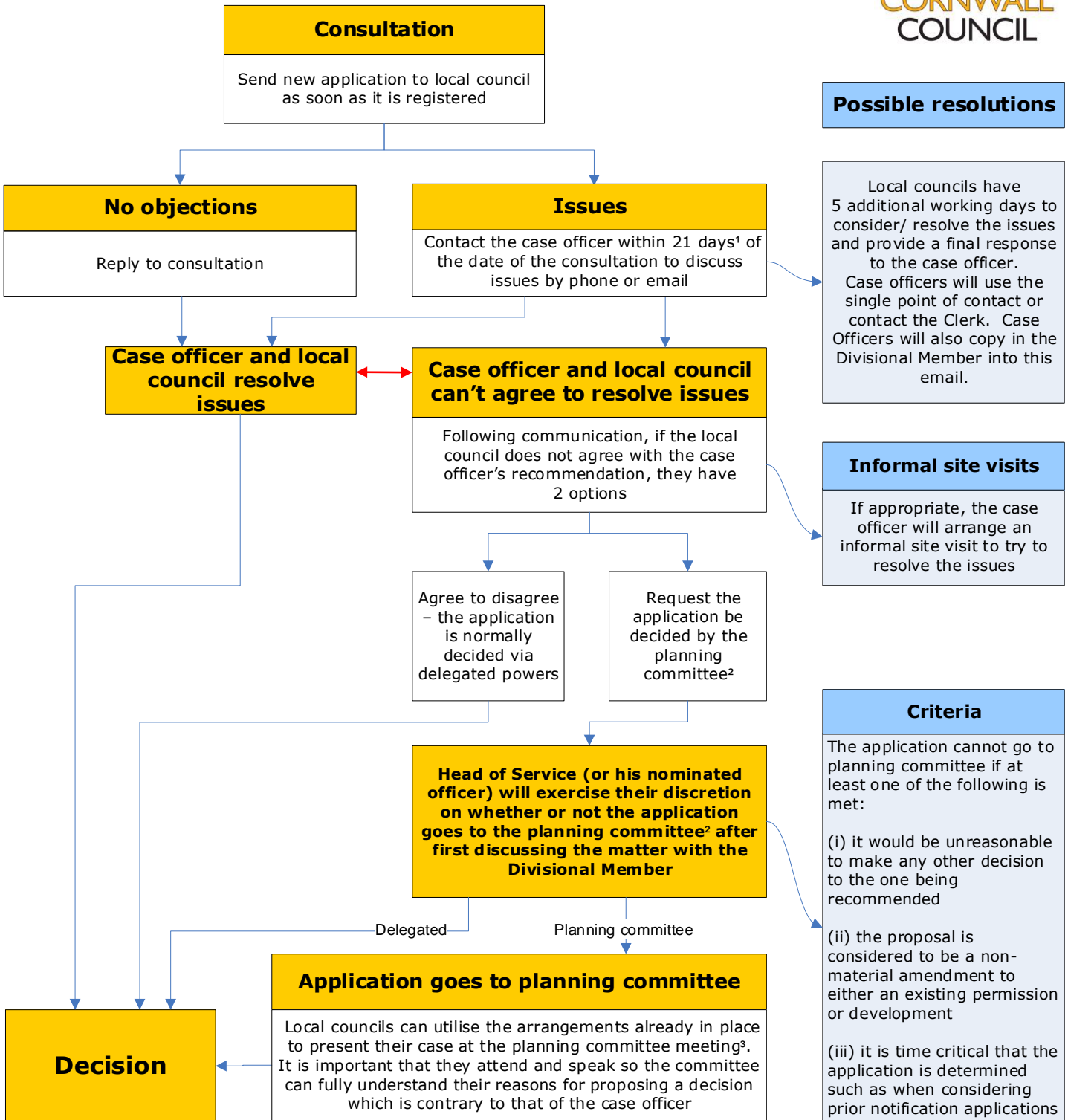


PROTOCOL FOR LOCAL COUNCILS



Possible resolutions

Local councils have 5 additional working days to consider/ resolve the issues and provide a final response to the case officer. Case officers will use the single point of contact or contact the Clerk. Case Officers will also copy in the Divisional Member into this email.

Informal site visits

If appropriate, the case officer will arrange an informal site visit to try to resolve the issues

Criteria

The application cannot go to planning committee if at least one of the following is met:

- (i) it would be unreasonable to make any other decision to the one being recommended
- (ii) the proposal is considered to be a non-material amendment to either an existing permission or development
- (iii) it is time critical that the application is determined such as when considering prior notification applications

Notes

¹21 days is the statutory time period - if an extension of time is required, the request and response must be in writing (or email) and is likely to be acceptable unless a decision is imminent.

²See page 2 for further information.

³Any written supporting statements must be submitted at least 3 working days before the committee meeting.

If a case officer is on leave or sick, contact your area team Group Leader or Principal who will be able to find out who is dealing with the application in the case officer's absence.

Should a case officer decide to change their recommendation at any point in the determination process after having communicated a different view, the case officer must inform the local Divisional Member(s).

PROTOCOL FOR LOCAL COUNCILS

The objective of the Local Council and Member Protocols is to encourage dialogue and make sound planning decisions locally

Large scale planning applications that exceed specified thresholds are automatically considered by the Strategic Planning Committee.

Constitution [Responsibility for Functions]

This states that a Local Member can request any application falling under the 'Major' or 'Minor' category to be taken to a planning committee for consideration, so long as it is in writing/email and that sound planning, policy and other area reasons have been provided setting out why committee consideration is necessary.

Major and minor application types are:

- New dwellings
- Offices / research and development / light industry
- General industry / storage / warehousing
- Retail distribution and servicing
- Gypsy and Traveller pitches
- All other large scale major developments
- All other small scale major developments
- All other minor developments

Other application types are (and can be called to the planning committee by the Head of Service or his nominated officer):

- Minerals Processing (ie ancillary mineral operations defined under the GPDO)
- Change of use (no significant building or engineering work involved)
- Householder developments
Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, including footway crossovers, porches and satellite dishes.
- Advertisements
- Listed building consents to alter / extend
- Listed building consents to demolish
- Conservation area consents
- Certificates of lawful developments
- Notifications (where no planning application is required)
- Discharge of planning conditions
- Non-material amendments
- Works to trees in a conservation area
- Works to trees covered by a Tree Preservation Order

If you would like this information in another format please contact:

**Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk