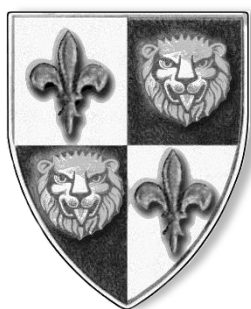


# SHAFTESBURY TOWN COUNCIL

Delivering Excellence across the  
Shaftesbury Community



## Public Protocol - Planning and Licence Applications in Shaftesbury

Date of Adoption:

Review Date:

## Public Protocol - Planning and Licence Applications

### 1. Who takes the decision on a planning application?

Dorset Council is the planning authority for Shaftesbury. A decision whether to grant or refuse planning permission lies with them. The Town Council has no authority to grant or approve planning permission.

### 2. What role does the Town Council have?

- 2.1. Shaftesbury Town Council is one of a number of consultees, which means that Dorset Council has to advise us when a planning application has been made in the Parish.
- 2.2. Shaftesbury Town Council then has an opportunity to comment on the application within the specified consultation period (generally 21 days). Its comments should be based upon material considerations, with reference to national planning guidance and local planning policy where appropriate. Comments and observations made are recorded in the Minutes of the Planning and Highways Committee.
- 2.3. As the Planning Authority, Dorset Council is obliged to undertake public consultation on the proposed development, including consulting with neighbouring residents and community groups. Shaftesbury Town Council has limited resources and is unable to offer any advice or support on planning applications. However, if there are any issues you believe we should be aware of in connection with an application for a proposed development, please bring them to our attention (see point 4, below).
- 2.4. NOTE: Any planning and licensing applications that are received by Shaftesbury Town Council where the consultation period will end before the next meeting of the Council Planning and Highways Committee will be dealt with under the P&H adopted procedure shown at Appendix 1 below.

### 3. How can I apply for planning permission?

Advice from Dorset Council can be found here:

[www.dorsetcouncil.gov.uk/planning-buildings-land/planning/submit-a-planning-application.aspx](http://www.dorsetcouncil.gov.uk/planning-buildings-land/planning/submit-a-planning-application.aspx)

### 4. I have applied for planning permission, should I go to a Town Council meeting?

- 4.1. Shaftesbury Town Council welcomes both applicants and objectors to attend Planning & Highways Committee meetings. Please look at the specified time for consultation and find the next meeting date within that time on: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)
- 4.2. You have an opportunity to speak on an application during Public Participation at the beginning of the meeting. The Chairman of the meeting may ask for clarification on any point of the application when the application is considered at the meeting. You do not have to but you may want to advise the Town Clerk that you will be attending by telephoning 01747 852420 or emailing [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk).

**5. How may I object, support or comment on a planning application?**

- 5.1. You must ensure that your comments are received within the specified period stated on the documentation that will accompany the application. Any comments or objections must be made through the process specified by Dorset Council. If you wish the Town Council to hear any comments you have, please ensure that you make the Town Council aware of them within the specified consultation period, in time for the next scheduled meeting of the P&H Committee. The date of the next P&H meeting can be found on the following link: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)
- 5.2. You have an opportunity to speak on an application during Public Participation at the beginning of the meeting. The Chairman of the meeting may ask for clarification on any point of the application when the application is considered at the meeting. You do not have to but you may want to advise the Town Clerk that you will be attending by telephoning 01747 852420 or emailing [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk).
- 5.3. Where there are relevant material planning grounds for objection the Town Council may use objectors' comments to form its own response. However, objectors should also ensure that they send in comments themselves to Dorset Council, details in the following link: <https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning/planning-application-search-and-comment.aspx>
- 5.4. Advice and guidance on how to comment/ object can be found on the link set out below. Please read these carefully:  
[https://www.planningportal.co.uk/faqs/faq/4/what\\_are\\_material\\_considerations](https://www.planningportal.co.uk/faqs/faq/4/what_are_material_considerations)

**6. Can I object, support or comment on a planning application after the consultation period?**

- 6.1. It is very important that any comments you might want to make are made to Dorset Council within the specified time.

## **Appendix 1**

### **1. Policy for dealing with planning applications and licensing applications between meetings of the town council planning and highways committee**

- 1.1. The Town Council notes that the best method by which a Town/Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Town Council Planning and Highways (P&H) meeting, to which members of the public have been invited by public notice. A meeting will always be called to comment on potentially contentious planning applications.
- 1.2. The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Town Council P&H meeting, has been delegated to the Town Clerk (in consultation with the Chairman and Vice Chairman of the P&H Committee together with the P&H Councillor(s) representing the Ward the application is in) and in line with the following:-
- 1.3. The Town Clerk emails the Chairman and Vice Chairman of the P&H Committee together with the P&H Councillor(s) representing the Ward the application from Dorset Council asking that they return their comments by a specified date within the prescribed consultation period to the Town Clerk for determination of the Council's response.
- 1.4. The Town Clerk arranges for a copy of application details to be placed on the external STC Town Hall notice-board and website and invites comments from the public within a specified time period, also stating that the application is being discussed under delegated powers, not at a scheduled meeting.
- 1.5. The Town Clerk's determination and comments will be based upon material considerations which are lawful and purely on planning (not personal) grounds.
- 1.6. These are submitted to Dorset Council by the Town Clerk within the consultation period.
- 1.7. A copy of the decision and comments will be put on the agenda to be received at the next meeting of P&H.
- 1.8. Where the planning application is potentially contentious and more time is needed to come to a decision on the comment, the Town Clerk will contact Dorset Council and ask for an extension date.
- 1.9. Where no extension is given an extraordinary meeting of the P&H committee will be called, meeting the legislative requirement for 3 clear days' notice of the meeting being given.
- 1.10. If an extraordinary meeting of P&H cannot be called to meet the deadline consultation period for the application, procedure 1.1 –1.7 of this Appendix will be undertaken.