

# Acton Parish Council

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## Procedure for dealing with Planning Applications

Reviewed June 2023

Annual review

1. Babergh District Council is the local planning authority for Acton i.e. the authority responsible for approving or refusing planning applications. (The Parish Council is not a planning authority and has no power to grant or refuse an application.)
2. Applicants whose proposals are refused by the District Council have a right of appeal to the Department of the Environment. For this reason, the Parish Council should only make a recommendation of refusal if it can support the recommendation by reference to the District Council's approved planning policy as set out in the Joint Local Plan / Local Development Framework.
3. The District Council is obliged to consult the Parish Council on every application within the parish. There is a 21 day time limit set within which the Parish Council's views have to be returned to the District Council. Whenever possible, applications will be dealt with at a council meeting.
4. When the District Council time limit does not allow consideration at a meeting and a suitable extension of the time limit is not granted, the following procedure is to be followed:

*Either:*

  - 4.1. A special meeting of the council shall be convened to deal with any application for:
    - (a) new build, whether residential or industrial/commercial, unless already covered by a policy decision previously established; or
    - (b) change of use of a building, whether residential or industrial/commercial.

*Or:*

  - 4.2. The Clerk will have delegated authority to draft a response with a draft being sent to all Councillors for comments before submission by the Clerk to the District Council.
5. Any Councillor has the right to request the Clerk to call a special meeting of the council to discuss any application if he/she considers that it would be in the best interests of the parish to do so.
6. A register of recommendations sent to the District Council will be presented at each council meeting.