

Castle Point Borough Council Planning Service
Information sheet about the planning application process



Planning Service The Planning Application Process

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This information sheet is designed to explain how the Council will deal with planning proposals.

It is intended to clarify the various stages of the process, who is involved, what their role is expected to be and the outcome of that stage.

The note is prepared in the form of a table to help understand the various stages which a planning proposal may pass through.

The notes at the end of the table explain where further information regarding each stage may be found.

Castle Point Borough Council Planning Service

Information sheet about the planning application process

Stages of the process	Who is involved	What is their role	The outcome	Notes
<p>1. Pre-application discussions</p>	<p>1. Prospective applicant(s) and/or their agent(s).</p> <p>2. Planning Officer(s).</p>	<p>1. To send copies of proposals prior to the meeting and to explain the proposal at the meeting.</p> <p>2. To explain the status of the meeting and the role of those present, especially Members of the Council, and ensure that the prospective applicant(s) and/or their agent(s) understands this.</p> <p>To present the Council's relevant planning policies and give informal advice on the likely outcome of any application.</p> <p>To confirm the need for a planning obligation/contribution.</p>	<p>The Planning Officer will issue a note of the meeting. This note will confirm the status of the meeting, the role of those attending and that the attendance of Members of the Council is entirely without prejudice to the consideration by the Council of any subsequent planning application. The note may be a material planning consideration in the determination of any subsequent planning application.</p>	<p>Further information concerning the role of Councillors and Planning Officers in pre-application discussions can be found at page 150 of the Council's Constitution – see note 1 below.</p>

Castle Point Borough Council Planning Service

Information sheet about the planning application process

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	3. Chairman and/or Vice Chairman of Planning Committee; Ward Councillor(s).	3. To observe the discussion, to ask questions and to obtain information; Members will be unable to express a view on the likely outcome of any application.		
2. Submitting a planning application	1. Applicant(s) and/or their agent(s). 2. Planning Officer(s).	To provide the Council with all the necessary information in accordance with the Council's Application Checklists, to allow the application to be checked, registered and validated as quickly as possible. To check all the submitted material as quickly as possible then validate and register the application within 5 working days.	The proposal will be a complete and valid planning application which will then be published for consultation.	Further information concerning the submission of planning applications on-line and in hard copy can be found at the Council's web-site – see note 2 below.

Castle Point Borough Council Planning Service

Information sheet about the planning application process

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<p>4. Deciding a planning application</p> <p>4.1 Decision delegated to Planning Officer(s)</p>	<p>1. Planning Officer(s).</p>	<p>Where the Council's Constitution and Scheme of Delegation allows the Planning Officer(s) to determine the application, this will be undertaken once the Planning Officer(s) report and recommendation has been checked, approved and signed by another and more senior Planning Officer.</p>	<p>The issue of a formal notice of the Council's decision within 2 working days of the decision being made.</p> <p>Formal notification of the decision will also be sent to all those making comments on the application.</p> <p>The Government requires the Council to decide 60% of major applications within 13 weeks of deposit, 65% of minor applications within 8 weeks of deposit and 80% of other applications within 8 weeks of deposit.</p>	<p>Further information concerning the role of the Planning Officer(s) deciding planning applications can be found at pages 45 to 47 of the Council's Constitution – see note 4 below.</p>

Castle Point Borough Council Planning Service

Information sheet about the planning application process

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	<p>4. Planning Officer(s)</p> <p>5. The Planning Committee (and Ward Councillor(s), at the invitation of the Chairman).</p> <p>2. Neighbours</p> <p>3. Applicant(s) and/or their agent(s).</p>	<p>location of the meeting and advised of the arrangements for public speaking at Committee.</p> <p>Before the Committee meeting, the Planning Officer(s) will arrange and escort Members of the Planning Committee on visits to all sites where applications are to be presented for decision.</p> <p>At the meeting of the Committee the Planning Officer(s) will give a short presentation of the proposal and of the report and recommendation.</p> <p>The Chairman will then invite any opponents or supporters of the proposal who have</p>		<p>The protocol for Planning Committee site visits is given in the Council's constitution - see note 8 below.</p>

Castle Point Borough Council Planning Service

Information sheet about the planning application process

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	<p>4. Planning Officer(s)</p> <p>5. The Planning Committee</p>	<p>registered to speak to address the Committee.</p> <p>The Chairman will then invite the Planning Officer(s) to respond to any points raised by any speakers.</p> <p>The Committee will then debate the matter and come to a decision.</p>		<p>The Minutes of the Committee's Decision will be available on the Council's website – see note 9 below.</p>
<p>5. After the decision</p>	<p>1. Applicant(s) and/or their agent(s).</p> <p>2. Statutory consultees.</p> <p>3. Neighbours.</p> <p>4. Planning Officer(s).</p>	<p>The applicant(s) or their agent(s) may seek clarification of the Council's decision, but should be clear that it cannot be reviewed, other than at appeal.</p> <p>The Planning Officer(s) can explain the planning justification and reasons</p>	<p>The Planning Officer(s) will issue a note of any meeting convened to clarify the Council's decision. This note may be a material planning consideration in dealing with any subsequent planning application.</p>	<p>Further information regarding rights of appeal against a planning decision can be found at the Planning Portal – see note 10 below. These rights are confined to applicants only.</p>

Castle Point Borough Council Planning Service

Information sheet about the planning application process

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		for the decision taken. If the decision was to refuse permission, the Planning Officer(s) can explain what amendments or additional information would be required for a revised application to be considered more favourably.		

Castle Point Borough Council Planning Service

Information sheet about the planning application process

Notes

1. Where proposals are for 4 or more residential dwellings then the Chairman and/or Vice Chairman of the Planning Committee, together with Ward Councillors will be invited to attend a pre-arranged Meeting. These will take place on either Mondays or Fridays at the Council's Offices. Further information concerning the role of Councillors and Planning Officers in pre-application discussion can be found at page 150 of the Council's Constitution on the Council's web-site at <http://www.castlepoint.gov.uk/Documents/Constitution06-06-06.pdf>
2. Information and advice concerning the submission of applications for planning permission is given on the Council's web-site at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=976> (how to submit)
and at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=977> (applications on-line)
and at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=987> (Certificates of Lawfulness)
and at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=989> (developer contributions)
3. Information concerning the way in which the Council considers planning applications is given on the Council's web-site at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=766> (planning applications)
and at <http://www.castlepoint.gov.uk/yourcouncil.asp?cat=990> (public participation)
4. The Council's Constitution describes the circumstances in which the Corporate Director (Environment) or his nominated officer may decide planning applications. The details can be found at pages 45 to 48 of the Council's Constitution on the Council's web-site at <http://www.castlepoint.gov.uk/Documents/Constitution06-06-06.pdf>

Castle Point Borough Council Planning Service

Information sheet about the planning application process

5. The composition of the Planning Committee, its role and responsibilities and the timetable for its decisions can be found at the Council's web-site at
<http://castlepoint.ringwoodasp.com/Committee/CastlePointTrove.ASP?HU=http:++www.castlepoint.gov.uk+GeneralR.asp?id=SXD262-A77FB300&P2=1&w=800&h=600&c=32>
6. The Agenda for Planning Committee meetings are published a week ahead of the date of the meeting, and can be read at the Council's web-site at
<http://castlepoint.ringwoodasp.com/Committee/CastlePointTrove.ASP?HU=http:++www.castlepoint.gov.uk+GeneralR.asp?id=SXD262-A77FB300&P2=1&w=800&h=600&c=32>
7. The Planning Committee welcomes public speaking on agenda items at its meetings. Further guidance on who may participate and how is given at the Council's website at
[http://www.castlepoint.gov.uk/Documents/APPENDIX%20%20protocol%20for%20public%20comment%20\(2\).pdf](http://www.castlepoint.gov.uk/Documents/APPENDIX%20%20protocol%20for%20public%20comment%20(2).pdf)
8. The Planning Committee undertake site visits to all sites where proposals are to be considered (except telecommunications developments) before the Committee meeting takes place. A protocol indicating the arrangements for and conduct of these visits is given at pages 151 to 153 in the Council's Constitution on the Council's web-site at
<http://www.castlepoint.gov.uk/Documents/Constitution06-06-06.pdf>
9. The formal decisions of the Committee are published in the Committee Minutes and these are available on the Council's website at
<http://castlepoint.ringwoodasp.com/Committee/CastlePointTrove.ASP?HU=http:++www.castlepoint.gov.uk+General.asp?id=SXB138-A77FB300&cat=248&P2=1&w=800&h=600&c=32>
10. An appeal may be made against a Council decision to refuse planning permission or to grant permission subject to conditions, but only by the applicant. Neighbours or other consultees have no right of appeal against the Council's decision. Further information about planning appeals can be found the Planning Portal at
<http://www.planningportal.gov.uk/england/genpub/en/1068129756664.html>