

LONGHOUGHTON PARISH COUNCIL

PROCEDURE FOR DEALING WITH PLANNING APPLICATIONS

1. The Clerk to the Parish Council will receive notification of planning applications from Northumberland County Council. The Clerk will forward the notification to each Parish Councillor by email. The notification will state the last date for the County Council to receive comments from the Parish Council.
2. On receipt of the notification each Parish Councillor will proceed to access the details of the proposals by accessing the County Council on-line facility using the Planning application number. Access to the on-line file will enable all the drawings, reports and other submissions to be scrutinised including a copy of the planning application.
3. Each Parish Councillor will assess each planning application in terms of acceptability or otherwise and noting any issue or queries. It is helpful if their assessment states one of the following: No Objection, or Objection and in this case giving the reasons.
4. Each Parish Councillor will email his or her comments to the Parish Councillor nominated to pull together a summary for the Parish Council (currently Councillor Bryan Ellis).
5. The Parish Councillor nominated to summarise the responses received from the Parish Councillors will review the comments received and form a view on what the majority are saying/voting. The nominated Councillor will then email the Clerk with the decision as follows:
 - No Objection along with any additional comments.
 - Objection along with the reasons for objecting.
6. On receipt of the summary from the nominated Parish Councillor the Clerk will email the County Council Planning Department with the Parish Council response on the planning application.

The previous procedure dated Monday 21 June 2021 was updated to reflect that applications are now all viewed online. This updated procedure was approved at a meeting of Council on Monday 15 July 2024 and is effective as of that date. The policy will be reviewed periodically.

Guidance on Reviewing and Commenting on Planning Applications

In formulating a response to this planning application, Councillors are asked to consider the following. Below are factors, which are the grounds on which planning permission is most likely to be refused (NB: this list is not intended to be definitive):

1. Will the proposed scheme have an adverse impact on the residential amenity of neighbours, in terms of (among other factors) noise*, disturbance*, overlooking, loss of privacy, overshadowing, etc. [*please note that this does not include noise or disturbance arising from the actual execution of the works, which will not be taken into account, except possibly in relation to conditions that may be imposed on the planning permission, dealing with hours and methods of working, etc. during the development].
2. Does the proposed scheme represent unacceptably high density / over-development of the site, especially if it involves loss of garden land or the open aspect of the neighbourhood?
3. Will this scheme have an adverse visual impact on the character of the surrounding area?
4. Will the design of the scheme have an adverse impact on the local area? (Please consider: bulk and massing, detailing and materials, if these form part of the application).
5. Is the proposed scheme over-bearing, out-of-scale or out of character in terms of its appearance compared with existing development in the vicinity?
6. Is the proposed scheme within a Conservation Area? If so, will this adversely affect of the character and appearance of the Conservation Area?
7. Is the proposed scheme near a Listed Building? If so, will this adversely affect the setting of the Listed Building?
8. Would the proposed scheme adversely affect highway safety or the convenience of road users? [Have Highways at NCC provided technical evidence to back this up?].