



St Stephen in Brannel Parish Council

Mrs Linda Ranger - Clerk and RFO
E-mail: clerk@ststepheninbrannel-pc.org.uk
www.ststepheninbrannel-pc.org.uk

Office 2, Brannel Room
22 Fore Street, St Stephen
St Austell, PL26 7NN
Tel: 01726 823003
Fax: 01726 821233

Pre-application Advice Policy¹

Introduction

It is the Parish Council's desire to encourage and provide the opportunity for pre-application planning discussions, which Members believe is beneficial to both applicants and the residents of the Parish.

St Stephen in Brannel Parish Council have signed up to Cornwall Council's Local Council Planning Protocol which states

The Local Council will aim to

- *publish details of its pre-application procedures and Cornwall Council Parish Profile on its website together with information for potential applicants*
- *assist in facilitating Public Meetings in suitable, pre-agreed local locations*
- *share notes of discussions held during the pre-application process with the Local Planning Authority. This could include minutes of meetings or a record of the discussion*
- *refer requests for advice on Planning Policy to the Local Planning Authority*

Full details can be found here - <https://www.cornwall.gov.uk/media/30161418/local-councils-cornwall-council-and-developers-protocol-for-working-together-on-pre-apps-sept-2017.pdf>

Procedure

Prospective applicants for planning permission should consider carefully what advice they want to seek at pre-application stage. For example, a subsequent application may not be supported if relevant matters raised have not been addressed in the final application. Member's ability to respond to requests for pre-application advice will depend, to some extent, on the level of information provided by the applicant. This varies between submitting a site plan with a request for in principle advice as to whether development of a particular kind would be acceptable, to schemes which have been worked up to a reasonable level of detail.

Therefore, the Parish Council's response could consist of:

- (a) an indication of whether the proposal is likely to be acceptable;

¹ Adopted by Full Council at the meeting held on Wednesday 15 July 2020 under Minute Number FPC168/20. Due for review in 2023.

- (b) comment on any amenity or design issues;
- (c) comment on other issues;
- (d) requests to be included within Section 106 agreement, if applicable;

It may be that following the initial meeting, community engagement, and response, the applicant may need to seek additional comments and attend a further meeting.

To assist Members to respond effectively, the attached form must be completed and returned prior to any considerations made by the Parish Council.

Please note that any advice given is without prejudice and not binding on any future decision that the Planning Committee may make and cannot pre-empt consideration of a formal application. Also, Members may change their views on the merits of a proposal if there is a change in circumstances after pre-application discussions have taken, such as a change in government policy.

Pre Planning Advice Request	
Details of person making request :	
Name	
Address	
Telephone number	
Email	
Details of proposed application :	
Site address	
Type of planning e.g. full or outline	
Description of proposals	
Details of any previous applications or pre-application discussions	
Supporting evidence :	

List of documents attached	
Details of any consultation that has taken place	
Details of any consultation that will take place	
Justification :	
Please give a statement justifying your proposals with reference to national and local planning policies and guidance:	
Signed :	
Date :	

By submitting this form, I agree to my details being shared in line with the relevant Council's data protection and privacy policies (please tick box)