

PLANNING PROTOCOL FOR NORTH NORFOLK DISTRICT COUNCIL DEVELOPMENTS

Handling Planning Proposals for Development by or in Partnership with the District Council

1.0 Introduction

- 1.1 The purpose of this protocol is to clarify arrangements for preparing and submitting schemes for planning permission involving the development of land by or on behalf of the Council, or where the Council is working in partnership with another organisation, e.g. an affordable housing provider.
- 1.2 The Council is a corporate body and those who are involved in each stage of the process should adopt a constructive and co-operative approach, mindful of the aim to achieve the successful delivery of projects. At the same time, since schemes have to follow the statutory planning process, the protocol seeks to ensure that the Council's proposals are dealt with on an equal footing with other developments handled by the planning system.
- 1.3 Planning decisions are required by law to be made "in accordance with the Development Plan, unless material considerations indicate otherwise". This means that any development must have proper regard for the Council's adopted planning policies which have themselves been through a rigorous public consultation and examination process.
- 1.4 The legislation also includes special provisions for the Secretary of State to be notified if the Council proposes to approve an application for development of its own land if it is a "departure" from the Development Plan. This means that it could be "called in" for determination by the Secretary of State.
- 1.5 The Secretary of State also determines applications for listed building consent where the Council is the owner of the building.
- 1.6 The protocol considers processes both at pre-application and formal application stage. Successful carrying out of the pre-application stage is particularly important in order to ensure that applications are presented in the best possible light when the formal public stage is reached.

2.0 Pre-Application Stage

- 2.1 It is important that those drawing up schemes which will be subject to the planning process are aware of the Council's requirements. Promoters of schemes are strongly advised to contact Planning Officers to establish requirements before proceeding to formal application stage.

2.2 Major Schemes

For major schemes developers are expected to carry out a number of steps as set out in the planning pages of the Council's website and in particular under

the section 'Pre-planning application publicity and consultation for major developments'. The planning advice note covering this topic explains the requirements for major developments, which the note defines. It also makes it clear that developers of a scheme should contact planning officers who will provide pre-application advice on development proposals and undertake technical consultation with relevant internal and external consultees as well as advising on the pre-application public consultation which will be required. At least six weeks should be allowed for these processes to be undertaken.

2.3 **Other Schemes**

For other schemes pre-application consultation with planning officers should also take place, with at least four working weeks to be allowed for this process and at least six weeks if consultation is necessary with technical consultees. Planning officers will give advice on the technical requirements which need to be met in submitting an application.

- 2.4 Other sources of advice are available on the Planning Applications part of the website, including downloadable application forms, application guidance notes, guides to filling in the application form and fees and Design and Access Statements guidance notes.

3.0 **Formal Applications**

- 3.1 Every effort will be made to deal with applications within the statutory time scales (13 weeks for major applications and 8 weeks for other types). As at the pre-application stage, in the event of the scheme raising significant objections for internal consultees, they will seek the views of their manager before responding to the consultation on the planning application.
- 3.2 Sometimes consultation responses give rise to significant difficulties which might mean that the Planning Officer would have to recommend refusal of the application or the imposition of onerous conditions on a permission. In these cases the Planning Officer will alert the Development Control Manager or Head of Planning, who will discuss this with the relevant officers and will offer the applicant or agent the opportunity to negotiate amendments or withdraw the application.

4.0 **Committee Consideration**

- 4.1 All applications to which this protocol applies will be reported to Development Committee for determinations. Members of the Committee are aware that all such applications must be determined in the same way as any other application.