



How your Planning Application is dealt with

When you submit your completed planning application the procedure that the Council will follow is set out below:

- ▶ The application is registered by Officers to check that all the required information has been submitted and that the application can be made valid. If it is not you will be advised what information is lacking in writing.
- ▶ The application will be assessed against the Council's delegated schedule to see if it is a matter that can be dealt with at officer level or a matter that must be considered by the Council's Planning Committee. The delegated schedule is set out below:

All major applications are to be considered by Planning Committee, every other type of application is delegated to officers to determine, unless the application is called into Planning Committee by the relevant Ward Councillor.

For the purposes of clarity, a "**Major**" application is defined as:
The provision of dwelling houses where-

- the number of dwelling houses to be provided is 10 or more.
 - the development site area is 0.5h or more and it is not known how many dwellings are proposed.
 - the application is for provision of a building or buildings with a floor space of 1000m² or more.
 - the development is to be carried out on a site having an area of 1 hectare or more.
- ▶ The District of Bromsgrove is split into 23 Wards. Each Ward has at least one elected Councillor. There are 39 District Councillors, 13 of whom sit on the Planning Committee.
 - ▶ Applicants/objectors can contact their Ward Councillor to ask them to call in an application. To find out who the relevant Ward Councillor is you can contact the **Customer Service Centre** on **01527 881288**
 - ▶ For a Ward Councillor to call an application to Planning Committee, he/she must give good reason which must be set out on a form that is sent out to Ward Councillors with the weekly list of planning applications received.

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How your Planning Application is dealt with *continued*

- Your application will be publicised, either by a notice in the local paper, or by a site notice, and your neighbours will be advised by letter, if their property abuts the red line on the plan of your proposal.
- There are a number of statutory organisations that must be consulted, such as the Highways Authority, and the relevant Parish Council if you live in an area that is Parished. The Parish Council are the third tier of local government but are in fact a separate body to the District Council. Although they are consulted, they are not the determining body for planning applications. That rests with the District Council.
- Officers will undertake a site visit and assess your proposal against the relevant national, regional and local planning policies. They will write a report setting out the issues and form a conclusion upon which their recommendation is based.
- If the application is to be considered by Planning Committee, the Members of that Committee will often undertake a site visit themselves prior to their meeting. Planning Committee site visits take place on the Thursday before the Committee meeting which itself takes place at 2 p.m. on a Monday. There is one Planning Committee every four weeks.
- If the matter is delegated and has not been called in by a Ward Councillor, the Head of Planning and Environment Services will determine the application.
- At the Planning Committee applicants and objectors are allowed to speak to the Committee for 3 minutes provided they abide by the rules governing that procedure which are available on request.
- The Officers will update the Planning Committee and in some instances provide a presentation of the proposals in power point.
- The Committee will then listen to any public speakers before deliberating the merits of the application.
- The Councillors will vote on the application and the majority vote will constitute the Council's decision on the matter.
- The Council's decision will be set out in a decision notice.
- You have a right of appeal against that decision to the Secretary of State. The details of how to do this are set out on the back of the decision notice.

This document can be provided in large print, braille, CD, audio tape and computer disc.

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Bromsgrove
 District Council

www.bromsgrove.gov.uk



Planning and Environment Services
 Bromsgrove District Council, The Council House,
 Burcot Lane, Bromsgrove, Worcestershire B60 1AA.
 Telephone: (01527) 881288, Fax: (01527) 881313,
 DX: 17279 Bromsgrove.
 e-mail: planning@bromsgrove.gov.uk