



Planning Delegation Policy

1. Purpose

The purpose of this policy is to establish a clear and efficient process for determining how planning applications received by Diss Town Council are considered.

The policy enables certain planning applications to be considered through delegated authority whilst ensuring that applications of greater significance, complexity or public interest are referred to the Planning sub-committee for consideration.

The policy seeks to:

- a) ensure planning applications are considered in a timely manner;
- b) make effective use of councillor and officer resources;
- c) provide a consistent approach to decision-making;
- d) maintain transparency and accountability; and
- e) preserve the right of councillors to request committee consideration of any application.

2. Delegation Principles

The Council is a statutory consultee and does not determine planning applications.

Responses submitted on behalf of the Council will either be:

- a) issued under delegated arrangements in accordance with this policy; or
- b) determined by the Planning sub-committee.

Delegation will only be used where the application falls within the criteria set out in this policy.

3. Receipt of Planning Applications

Upon receipt of a planning consultation from the Local Planning Authority:

- a) The Office Team will record the application and the consultation response deadline.
- b) Details will be circulated by email to all members of the Planning sub-committee, and the Town Clerk or nominated officer.
- c) The circulation email will state the deadline for submitting a call-in request.
- d) The Planning Chair or Vice-Chair, in consultation with the Town Clerk or nominated officer where necessary, will review the application and determine whether it should be dealt with under delegated arrangements or referred to the Planning sub-committee.

4. Councillor Call-In

Any member of the Planning sub-Committee may request that an application be considered by the Planning sub-Committee.

A call-in request must be submitted by email to the Planning Chair or Planning Vice-Chair and Town Clerk or nominated officer within three working days of the circulation email being sent.

A call-in request is valid where it identifies the planning application and is received within the stated timeframe. A valid call-in request will automatically require the application to be considered by the Planning sub-committee.

Where a request is received after the stated timeframe, the Town Clerk or nominated officer will determine whether referral remains practicable, having regard to the consultation response deadline or whether an extension can be agreed with the Local Planning Authority.

5. Applications Considered by Delegation

The following application types would normally be considered under delegated arrangements:

- a) Advertisement Consent;
- b) Householder Applications;
- c) Change of Use Applications;
- d) Listed Building Consent Applications;
- e) Condition Variation or Removal Applications; and
- f) Tree Works Applications.

Delegated responses may only be issued where none of the exceptions set out in Section 6 apply.

Where an application is dealt with under delegated arrangements in accordance with this policy, the Town Clerk or nominated officer may submit the following standard response, or a substantially similar response where appropriate, where the relevant planning consideration relates to waste and recycling storage:

“Diss Town Council requests that, if planning permission is granted, South Norfolk Council ensures that Policy DM 4.3 Facilities for the Collection and Recycling of Waste is fully implemented.”

This authority may only be exercised where:

- a) the comment relates solely to compliance with Policy DM 4.3 Facilities for the Collection and Recycling of Waste;
- b) no objection or other material planning comment is proposed on behalf of the Council; and
- c) none of the circumstances requiring consideration by the Planning sub-Committee under Section 6 applies.

6. Applications Requiring Committee Consideration

An application will be referred to the Planning sub-committee where:

- a) the Chair, Vice-Chair or Town Clerk considers committee consideration appropriate;
- b) the application is considered likely to generate significant public interest or controversy;
- c) a recommendation of objection is being considered;
- d) a valid councillor call-in request has been received in accordance with Section 4;
- e) the application involves a councillor, officer, close family member of a councillor or officer, or a potential conflict of interest;
- f) the proposal involves the construction of one or more new residential dwellings or a new commercial building;
- g) the proposal relates to land allocated or identified within the Local Plan;
- h) the proposal constitutes a significant extension or redevelopment of existing premises; or
- i) the application is submitted in outline form.

7. Pre-Application Enquiries

The Council may receive pre-application information from applicants or the Local Planning Authority.

The Planning Chair or Vice-Chair and Town Clerk, where necessary, will determine whether any wider consultation or member engagement is appropriate prior to the submission of formal comments.

The receipt of pre-application information does not commit the Council to any future position regarding a planning application.

8. Council Applications

The Council will not submit comments on planning applications where Diss Town Council is the applicant.

Any comments required for procedural purposes will be managed in accordance with the Council's governance arrangements and applicable legislation.

9. Records and Administration

The Office Team will maintain a record of:

- a) planning applications received;
- b) delegation decisions;
- c) Planning sub-committee decisions;
- d) responses submitted to the Local Planning Authority; and
- e) Local Planning Authority decisions where notified to the Council.

The Office Team will ensure responses are submitted within the consultation period or any agreed extension.

10. Consultation Deadline Extensions

Where a Planning sub-committee meeting cannot reasonably be held before the consultation response deadline, the Town Clerk or nominated officer may request an extension from the Local Planning Authority.

The request and the Local Planning Authority's response will be recorded. An extension will only be treated as agreed where confirmation has been received from the Local Planning Authority. If an extension is not agreed, the application will be dealt with in accordance with this policy within the original consultation period.

11. Planning Sub-Committee Meetings

Planning sub-committee meetings will be arranged as required.

Membership, quorum requirements and meeting procedures will be governed by the Council's Standing Orders and any relevant committee terms of reference.

12. Review

This policy will be reviewed every four years, or sooner where changes to legislation, guidance or Council procedures make this necessary.