

Planning Application Notification Protocol

1. TBC notifies Clerk of new Application
2. Clerk shares with Councillors
3. Clerk updates TAPC Website (*subscribers thereby notified*)
4. Vice Chair posts to Village Hall Facebook page noting:
 - Planning Reference, Location, Brief Description, Reminder of the value of private comments to TBC
 - Requests for TAPC consultation to be submitted to Clerk (who will advise Vice Chair)
 - Reminder that TAPC subscribers receive automatic updates
 - Statement that Comments regarding Planning on FB site will be blocked/removed by Administrators

Each application will be tracked within PC with key dates;

Application Number -

Action	Date	Notes/ Completed
Record Date Received	Day #1	
Closing Date	Day #1+20	
Date sent to Councillors	Day #1+1	
Latest Date to book a TAPC Planning Committee Meeting	Day #21-10	<i>prefilled at the start of the process</i>
Latest date Draft response to be sent for peer review	Day #21-5	"
Latest date completed response needed by Clerk	Day #21-2	"
Date posted to TBC		
Date closed		

5. Vice Chair will consider Application for impact and the need for TAPC C'ee within 72hrs of Notification.
6. Simple majority required to agree Vice Chair Recommendation.
7. Where Planning C'ee required, Clerk to arrange/notify (one week's notice). Post-meeting Actions to be notified in Minutes. Wherever possible, Applications will be reviewed within standard PC meetings.
8. Where Planning C'ee meeting not required, Vice Chair to draft submission for consideration following Consultation with requestees and others identified as key stakeholders (e.g. neighbours).
9. Clerk submits agreed text.