

Dogmersfield Parish Council

1

The Councillor holding the position of Planning Officer is responsible for ensuring the correct contact details are held on the Planning Online Portal at Hart District Council and for carrying out regular searches of the Planning Portal. When the Clerk receives electronic notification of new applications, enforcement notices and Appeal notifications these are forwarded to the Planning Officer within 2 days of receipt.

2

The Planning Officer peruses the application, studies the application documents on the Hart Planning Portal, visits the site if necessary (accompanied by at least one other Councillor) and discusses the application with relevant parties and/or authorities, including seeking advice from the Clerk. (Target time for completion one week).

If the Planning Officer has a conflict of interest in dealing with the matter this should be made known as soon as possible and alternative procedures agreed.

3

The Planning Officer draws up a draft response and distributes this to all Councillors requesting comments or approval within one week or another date as may be needed to achieve the closing date. The Planning Officer draws local attention to the application through a hand delivered note to the local residents most immediately affected.

4

Each Councillor considers the application, studies the application documents on the Hart Planning Portal as needed and the proposed response provided by the Planning Officer.

Each Councillor provides their comments or approval to the Planning Officer within the requested date or confirms that they will not be providing comments.

5

If necessary the Planning Officer alters the draft to reflect the consensus view and distributes a final version to all Councillors for approval. Time limit one week or another date as may be needed to achieve the closing date

6

When a majority of Councillors have approved the proposed response the Planning Officer or the clerk submit this to Hart District Council within the closing date for comments. The response is confirmed and minuted at next Parish Council meeting.

7

The Planning Officer or the Clerk maintain the Parish Council planning register and circulate an updated version in time for discussion at Parish Council meetings.