



PLANNING PROTOCOL

DATE & MEETING IMPLEMENTED	Full Council May 2025	
DATE OF REVIEW		
SIGNED		

Policy for Dealing with Planning Applications for Downham Market Town Council

Introduction

This procedure sets out how Downham Market Town Council considers planning matters on which it is consulted by BCKLWN District Council and Norfolk County Council. It takes into account that:

The consultation period for planning applications is 21 days, which means that not all planning applications can be considered by the Town Council at its scheduled meetings.

The Town Council believes that residents are best served by the Town Council responding to applications in a timely fashion.

Downham Market Town Council notes that the best method by which the Town Council comments on Planning Applications is by discussion at a scheduled Planning Committee, to which members of the public have been invited by public notice.

A Full Council meeting will always be called to comment on large or potentially contentious planning applications.

The Town Council does not usually meet in August and this can prove an issue when dealing with and commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the September meeting

This protocol will be used for all planning applications

Standard Process

1. On the receipt of any planning application the Town Council staff will record the application in the electronic record kept especially for the purpose.
2. If needed and possible the relevant Town Council officer will apply to BCKLWN for an extension to the period in which a response is required
3. The application will be listed on the agenda for the next Planning Committee. The agenda is posted on DMTC noticeboards, and on the website, and also includes the opportunity for Public Participation at the meeting.

4. The response to the application will be sent by e-mail to the KLWNBC or NCC planning officer as soon as possible after the Planning Committee (or Full Council) meeting.
5. The response will be noted in the planning electronic record.
6. Decisions made by the KLWNBC Planning Committee will be circulated by email to all Councillors.

Non-Standard Process

The Town Council does not usually meet during the month of August, however this does not apply to the Planning Committee. The following process will be used should any meeting need to be cancelled due to either the meeting being inquorate or other unforeseen circumstances which mean the committee cannot meet in person.

1. On the receipt of any planning application the Town Council staff will log the application in the electronic record kept especially for the purpose.
2. A notification of the receipt of a planning application will be e-mailed to Councillors who sit on the Planning Committee with a copy for the Town Clerk and also be notified to the public through the Town Council website.
3. If possible, the Town Council officer will apply to BCKLWN for an extension to the period in which a response is required.
4. If no extension is possible or the committee is not able to meet in person, members of the Planning Committee will be asked to submit their views, by e-mail, to the relevant Town Council officer.
5. The Town Council officer will assemble the views and respond to BCKLWN with the majority view. If fewer than 3 Councillors respond, a return of 'DMTC did not make a recommendation' will be made. If there is a distinct division in views then the TC officer in consultation with the Clerk, can e-mail for further guidance from Councillors.
6. The named response will be noted in the electronic planning record and reported to the next Full Council/planning meeting (whichever is most relevant).

End