



Brean Parish Council

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PLANNING APPLICATION PROCEDURES

The following procedures are followed for all Planning Applications received by the Council.

On a weekly basis the Council receives, by email, details of New applications received by SDC and details of Decisions made by SDC.

These details are recorded on the next Agenda under “new applications” and “applications decided” respectively.

Hard copy planning applications are received, by the Clerk, through the post for consideration by the Councillors.

The full details are handed to the Chairman as soon as possible.

If the response date is BEFORE the next meeting (not usually unless received in the early part of the month) the Chairman will organise a prompt review of the application by TWO Councillors.

If the response date is AFTER the next meeting the application will be tabled under ‘planning’ and TWO Councillors allocated to visit the premises and review the application.

If a decision cannot be made, the Chairman will call for the WHOLE Council to meet on site to review the application.

The Clerk is advised of the decision, completes the appropriate paperwork, and responds accordingly to Sedgemoor District Council prior to the required date. The Clerk reviews the weekly email (above) to advise the Council of the decision.