

LONG ASHTON PARISH COUNCIL

Pre - Application Protocol

1. Long Ashton Parish Council welcomes an early engagement with planning applicants who are proposing to make significant or complex planning proposals.
2. Applicants are expected to comply with the policies which are set out in the Long Ashton Neighbourhood Development Plan the Parish Plan and the Long Ashton and Leigh Woods village design statements.
3. Long Ashton Parish Council undertakes to facilitate pre-application discussions between applicants, its Councillors and the community. Where appropriate, it will also take part in discussions with other planning stakeholders and decision-makers.
4. Long Ashton Parish Council undertakes to:
 - Seek and encourage early engagement regarding evolving planning proposals;
 - Respond positively to requests for assistance or advice from applicants;
 - Work constructively with applicants to identify ways to mitigate any potential negative impact of a proposal;
 - Where useful and appropriate, organise a public meeting to allow the community to be involved and be consulted by applicants;
 - Conduct all pre-application engagement in public unless there are exceptional circumstances;
 - Where appropriate make all information received publicly available, usually on Long Ashton Parish Council's website;
 - Keep applicants informed of the process;
 - Meet the applicant's requirements as closely as possible within available resources.
5. Applicants seeking pre-application engagement should:
 - Contact the Clerk on clerk@longashtonparishcouncil.com or telephone 01275 393551 at the earliest opportunity so that arrangements for pre-application discussions can be organised.
 - Set out in writing (email preferred) details of the proposal with as much information as possible and the nature of engagement or advice that is sought. Supporting documentation, target dates, issues with statutory consultees or potential public concerns would be helpful and should be supplied electronically.

- Prepare a presentation for meetings with Councillors if this will be helpful to the applicant. Where possible, these should be on a PowerPoint presentation and supplied to Long Ashton Parish Council at least 6 days in advance of the presentation. Supporting information should also be supplied electronically;
- Not assume that any pre-application engagement implies implicit or explicit approval for any proposal;
- Approach the Clerk in the first instance and avoid having any contact with individual Councillors.

Date of statement 14th January 2019 (Approved by LAPC planning committee)