

## **Stanwick Parish Council**

### **Planning Pre-application Protocol**

1. Stanwick Parish Council welcomes early engagement with planning applicants on major or complex proposals.
2. Applicants are expected to comply with the policies set out in the Stanwick Neighbourhood Development Plan and Joint Core Strategy, East Northants Council planning policies and North Northants Council planning policies.
3. Stanwick Parish Council undertakes to facilitate positive pre-application discussions between applicants, its councillors and the community. It will also, where appropriate, participate in discussions with other planning stakeholders and decision makers.
4. Stanwick 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 means to mitigate any potential negative impact of the proposal;
  - Facilitate, where useful, public meetings to allow community engagement and consultation by applicants;
  - Conduct all pre-application engagement in public;
  - Make all information received publicly available, usually on Stanwick Parish Council's website, where appropriate;
  - Keep applicants informed of the process and outcomes of engagement;
  - Meet the applicant's requirements as closely as possible within available resources.
5. Applicants seeking pre-application engagement should:
  - Contact the Clerk on [clerk.stanwickpc@outlook.com](mailto:clerk.stanwickpc@outlook.com) at the earliest opportunity so that arrangements for pre-application engagement can be put in place;
  - Set out in writing (email preferred) the nature of the proposal with as much information as possible and the nature of engagement or advice that is sought. In addition, any other relevant information such as supporting documentation, target dates, issues with statutory consultees or potential public concerns would also be helpful;
  - Prepare a presentation for meetings before Councillors if this would be helpful to the applicant. Where possible, these should be a power point presentation and supplied to Stanwick Parish Council at least 10 days in advance of the presentation. Supporting information should also be supplied electronically;
  - Not represent the conduct of any pre-application engagement as implied or explicit approval for any proposal;
  - Approach the Clerk in the first instance and avoid contact with individual councillors.
6. This 'Planning Pre-application Protocol' should be read in conjunction with the 'Legal Protocol for dealing with developers in respect of pre-planning application developments' as these protocols will be applied concurrently.