

**Appendix: Protocol on agreeing observations on planning consultations
(other than those made as highway or local lead flood authority)**

(updated September 2021)

The Chair of the Transport and Environment Committee (or Vice Chair in their absence) will approve County Council comments on the following types of planning applications and planning proposals as set out below. Where these instances are not met, comments will be agreed at officer level.

Type	Chair approval
Planning Applications	
Residential Development (Use Class C1)	<ul style="list-style-type: none">• 0-50 dwellings: which raise strategic planning concerns;• 51-200 dwellings: which are contrary to local or national planning policy;• 201+ dwellings: all applications
Commercial, Business and Service Development (Use Class B2,B8, E)	<ul style="list-style-type: none">• Applications over 2500m² floorspace;*• All applications outside a defined urban boundary*
Other development	<ul style="list-style-type: none">• To be decided by officers on a case by case basis
Development Plan and other Strategies/Guidance	
Local Plans	<ul style="list-style-type: none">• All Local Plans within the County (pre submission)• All Local Plans prepared by neighbouring authorities (pre submission)
Neighbourhood Plans	<ul style="list-style-type: none">• To be decided by officers on a case by case basis
Other Plans/Strategies/ Government consultations	<ul style="list-style-type: none">• To be decided by officers on a case by case basis

* except for proposals on an established industrial estate, retail park or within an allocated employment area.

Where consultations require Chair approval, a consultation email will be sent to the Chair, Vice Chair, opposition spokespersons and Councillors for the relevant Division(s), seeking views on planning matters

A copy of the draft response will be circulated to the same Councillors seeking comment.

The final response will be agreed with the Chair (or Vice Chair in their absence).

The response will not include highway or flood management matters which are the subject of separate responses provided to the District and Boroughs from the respective teams. Any Councillor wishing to discuss responses from a highway or flood management perspective should contact the relevant teams.

Any requests by a Councillor for a specific planning consultation to be considered at Committee should be made to the Planning Group Manager and /or Planning Policy Team Manager.

They will then discuss with the Chair/Vice Chair, considering the significance of the proposal and the deadlines for responses to be made.

Equally officers themselves may consider that a consultation response should be considered by Committee and will discuss with the Chair/Vice Chair as part of setting the work programme for the Committee.