

Rottingdean Parish Council – revised May 2022

Planning Process

This document outlines the process followed by RPC to manage consultations for planning permission within Rottingdean Parish. RPC, as Statutory Consultee, acts in an advisory capacity only, it does not make decisions on or otherwise approve applications, its role is to advise the City Council on issues which may impact Rottingdean and the local community.

Applications for planning permission under the provisions of the Town and Country Planning Act 1990 are made to and approved by Brighton and Hove City Council (BHCC) as the Local Planning Authority (LPA). As part of the process of considering applications the LPA makes all such applications publicly available and consults with, by inviting comments from, members of the public on whom the proposed development may have an impact. RPC's status as Statutory Consultee permits comments from the Council on any application within the Parish Boundary or that may otherwise materially affect the Community.

RPC manages its engagement with applications for planning permission in 2 different ways:

1. Proposed developments to an individual property

Such applications are received by e-mail from BHCC by the Parish Clerk, who then forwards this to members of the Planning Consultative Panel. Each of the members of the panel contributes their comments and an agreed view is arrived at which is returned to the Parish Clerk for submission to BHCC Planning Officers.

2. Other developments

Applications involving more than one property or where the Planning Consultative Panel consider that the proposed development may have a more significant impact on the community than applications described in 1 above, or otherwise believes that consultation with all Councillors from RPC is appropriate.

In such instances applications are forwarded to all RPC Councillors so that a consolidated RPC perspective is presented to BHCC.

Public Discussion

The Planning Consultative Panel holds public consultation meetings prior to each monthly Council meeting for residents to discuss planning applications.

Comments on Planning Applications

All RPC comments on applications are updated on the RPC Website and forwarded to the LPA to be recorded on the BHCC Planning Portal. The previous months planning applications are considered at each Regular Monthly meeting of RPC and the comments noted in the minutes of that meeting.

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This policy will be reviewed within 3 years of the approval date below

[Approved by Council May 2022]