



## Dealing with your application

1. We will try to deal with your application within 8 or 13 weeks depending on whether it is a minor or major application although this is not always possible. We will give you a target date for dealing with the application when we acknowledge it. If we do not expect to be able to deal with it within this time period we will explain the reasons to you.
2. We publicise applications and ask views of neighbours before making a decision. Your application will be available for inspection at the Town Hall (given 48 hours notice) and on this website. We will let you know on request who we have consulted on the application.
3. You can track the progress of your application using the M3 Explorer On-line. We update the status of applications in real time. Information is available on who has been consulted, any responses received and key dates.
4. Consultation letters will be sent within one week of receiving a valid application and site and press notices will be displayed within 2 weeks. Unless otherwise required by legislation consultees will be allowed 21 days to comment, after which the application may be decided. A 14 day period is normally allowed when re-consultation takes place on significant amendments
5. If the Planning Officer dealing with your application needs to discuss the proposal with you (and this isn't always necessary) you will be contacted as soon as possible. This may not be until after the consultation period is over. A visit to the property may be necessary and if access is required arrangements will be made with you as soon as possible.
6. If we find that we need more information while we are considering the application, we will let you or your agent know as soon as possible. A date by which the additional information should be sent to the Council should be agreed with you.
7. If the application is unacceptable as submitted but amendments could overcome the concerns, the Planning Officer will explain this to you or your agent. If a minor amendment would overcome the concerns you will be given a reasonable time to send us revised proposals. If, at the end of that period, we have not received the amendments and no extension of the time period has been agreed, the Council may decide the proposal as originally submitted.
8. If more substantial amendments are necessary, particularly if they are likely to require further consultation, we may invite you to withdraw the application and submit a new revised application. No additional fee is payable in these circumstances provided the revised application is submitted within one year of validation date of the original application.

9. Applications will be refused if they are considered to be unacceptable in principle or the necessary amendments cannot be agreed.

10. If you reconsider your proposal and wish to make substantial or repeated amendments, we may advise you to withdraw the application and submit a revised proposal.

11. The Planning Officer dealing with the application will, if requested, keep you or your agent informed of progress and how and when it will be decided. While the Planning Officer dealing with the application may express views on the proposals, a formal decision can only be made by the Planning Applications Committee or by the Borough Planning Officers under delegated powers by the Committee.

12. If your proposal is one which needs to be considered by the Planning Applications Committee you will be given notice of the date of the Committee meeting at which the proposal will be considered and advised of the date the agenda will be published. Committee agendas are published online. Agendas are published one week before the date of the relevant committee meeting. The approved minutes of the Committee are available on the website no later than one week after the date of the meeting approving them

13. The Planning Applications Committee allows the applicant, agent or objectors to address their meetings, or you can attend the meeting and listen to the discussion. Ward Councillors who are not on the Committee may be willing to address the Committee to put your point of view to them.