

## **Planning – Statement**

The Planning and Building Control Services of Calderdale Council has the primary responsibility for the administration and making decisions on planning applications.

Once Planning and Building Control Services has received and validated (i.e. correct information and supporting documents) a planning application, they are required to publicise details of the applications in one or more of three ways depending on the nature and location:

- a) Displaying a notice on or near the proposed development,
- b) Notification by letter to adjacent properties,
- c) If applicable, a public notice in the local press.

The information provided should include the reference number of the application, location, and a brief description of what is proposed. Neighbours, adjacent landowners, interested parties and the public have 21 days to comment on the application, either in support or to make objection(s) to the application.

Heptonstall Parish Council is one of a number of Statutory Consultees who must be informed of all planning applications, and any amendments to those applications, within the Civil Parish of Heptonstall. They are subject to the same 21-day deadline for comment.

Planning applications appear as an agenda item for discussion during a properly called Parish Council meeting.

When a person becomes a Councillor, they must complete a Register of Financial Interests Form within 28 days declaring any beneficial interests in land, employments, contracts etc they or their partner holds. This is submitted to the principal authority's Monitoring Officer.

Where an agenda item at a meeting directly relates to a Disclosable Pecuniary Interest held by a Councillor, they must disclose the interest and not participate in any discussion or vote on the matter concerned. They must not remain in the room during the discussions and decision making (or because of the nature of Heptonstall parish Councils venue for meetings, the building altogether). The Councillor's disclosure will be recorded in the Minutes of that meeting by the Clerk to the Council.

Members of the public can attend the meeting and, during the Public Participation agenda item, comment, speak in support of or objection to any application. Members of the public cannot speak during the Council's later discussion. However, at the invitation of the person chairing the meeting, they may be asked to provide clarity on details of the application during the Council's discussion.

The Parish Council's comments in response to a planning application are based solely on statutory planning considerations e.g. layout, access, safety, design, materials, etc.

Comments agreed in the Council meeting are submitted in writing by the Parish Clerk to Calderdale.

It is important to remember that the Parish Council is only a Consultee and not the Planning Authority. Its comment(s) count as one opinion. Whilst Calderdale Planning Services will consider the representations of Heptonstall Parish Council, this does not mean that an application will be decided in accordance with the views expressed by the Parish Council.

It is also important to remember in reaching a decision, Planning Services are required to weigh up all issues associated with an application. Comments made by the Parish Council may have insufficient weight to enable the application to be determined in line with the comments made by them.