



ALTON TOWN COUNCIL SCHEME OF DELEGATION – PLANNING COMMITTEE

1. All householder planning applications and similar or related types of applications including certificates of lawful use, prior notifications and prior approvals are delegated to the Town Clerk to respond, following consultation with Planning Committee members except for the following categories:
 - Applications submitted by the Town Council or applications on Town council owned land, where the council is not the applicant,
 - Applications submitted by or on behalf of members or employees of the council or their spouses.
2. Full Planning applications are delegated to the Town Clerk to respond, following consultation with Planning Committee members which fall into the following categories:
 - developments of 1 new build residential units
 - the change of use of a non-residential property to residential development where full planning permission is required (i.e not a prior notification or permitted development)
3. All Applications for planning or related permissions which constitute significant development as defined below are NOT delegated to the Town Clerk to respond and will be referred directly to the Planning Committee. This includes:
 - developments of more than 1 new build residential units
 - any type of non-residential development
 - applications relating to Grade I or II* Listed Buildings where the building is in the council's ownership, or in any case where an objection has been received from English Heritage or if any other significant objections are raised (following consultation with the chair and vice chair).
 - The complete demolition of any listed building
 - free standing towers or masts or similar structures, higher than 15 m
 - Applications accompanied by an environmental impact assessment
 - Any application to amend the application or vary conditions previously decided/imposed which in the view of the Town Clerk, constitute a major or significant change.
 - Any other application which in the view of the Town Clerk should be considered by committee.
- 3) All tree applications within conservation areas or with TPOs, following consultation with the Council's appointed Tree Warden are delegated to the Town Clerk to respond, except where the Town Council is the applicant, in which case no comment will be returned.
- 4) All applications for advertising consent, Traffic Regulation Orders (TROs) licencing applications, road closures and pavement licences are delegated to the Town Clerk to respond, except where the Town Council is the applicant, in which case no comment will be returned.

How this will work in practice.

The committee is an agile one which can be convened on an as-needed basis to enable it to be more responsive as and when applications come forward. All committee members have the opportunity to comment on the live applications through the circulation of the planning list by email once every three to four weeks, before a response is returned on their behalf. If an application is received which cannot be dealt with under the Delegated Powers, it will, where possible, be put on the agenda for the next scheduled council meeting rather than adding another meeting to councillor and staff calendars. If deadlines for response, scale of development or any other factor do not allow for it to be added to a scheduled council meeting, a public meeting of the Planning Committee will be called.

Date of Adoption

This Scheme of delegation was adopted by Full Council on 29th May 2024 at the Annual Meeting