

Procedure for handling Planning Applications received from Harborough District Council

1. The Clerk receives electronic notification of applications relating to Kibworth Harcourt Parish from Harborough District Council.
2. Where an application relates to Kibworth Harcourt Parish the Clerk circulates details to Councillors by email and advises if the deadline for response falls before the next Parish Council meeting.
3. Where possible, the application is itemised on the next full agenda for discussion.
4. If the deadline for response falls before the next Parish Council meeting a response is agreed by email where possible.
5. If necessary the Clerk will contact the relevant planning officer requesting a time-extension to enable the application to be discussed at the Parish Council meeting.
6. When a response is agreed it is added to the Harborough District Council planning portal by the Clerk as statutory consultee.
7. Paper copies of planning applications are retained by the Clerk and destroyed once building works have been completed in accordance with the approved plans.

Signed by Chair:

Dated:

Minuted: