

NORTHUMBERLAND

Northumberland County Council

PROTOCOL FOR DEALING WITH LATE REPRESENTATIONS ON PLANNING APPLICATIONS

JANUARY 2017

Introduction

1. Late representations, in this protocol, are defined as letters/emails making comments on planning applications that are received by Council officers after the publishing and despatch of the committee agenda papers up until 12 Noon of the day before the Committee meeting. For the purposes of this document, working days are classed as Mondays to Fridays, not including bank holidays.

Procedure

2. Late representations will be uploaded onto Public Access system on the Councils website as soon as practicable after receipt.
3. Members need to ensure that they have reviewed the public access system for additional late representations up until the day of the committee meeting.
4. At the committee meeting any late representations will be updated to members either by a verbal update by the case officer or by an addendum report setting out a summary of the late representation and the case officers response to the comments.
5. At the discretion of the Planning Committee chair, Committee Members will be given a short period of time to consider the letters prior to considering the application in question.
6. Members of the Planning Committee can request copies of late representations by contacting the case officer.
7. Objectors, supporters or other interested parties attending the committee meeting will not be allowed to hand out additional material such as additional letters or photographs.
8. Members of the public will be able to view late representations on the Public Access system on the Council's website.