

PLANNING PROCESS AND PUBLIC SPEAKING DOCUMENT

- Claygate Parish Council Planning Committee meets every 4 weeks to consider planning applications in the previous 4 week period.
- The Planning Committee operates to the Planning Remit which can be found here: - [Claygate Parish Council - Planning Committee Remit](#).
- These meetings are open to all members of the public who are welcome to attend whether or not there is a planning application which affects them. It is helpful if anyone wanting to attend but not speak informs the Clerk before the meeting. Anyone wishing to make representations to the Planning Committee regarding an application should send the Clerk a written statement 2 days prior to the meeting along with a request to book a 3 minute speaking slot. Please ensure you have read our Privacy Policy which can be found here: - [Claygate Parish Council - Policies](#). You will need to confirm to the Clerk that you are happy with it and that your personal details can be shared with the Chairman of the Planning Committee.
- All representations on planning applications, whether written or in person, must relate to planning guidelines: for example, height, density, massing of the proposed building etc.
- When making a written representation (whether online, by letter or by email) to Elmbridge Borough Council (EBC) a copy to the Parish Council is useful. Your comments may draw attention to an aspect of an application not obvious from the information available to the Parish Council.
- The great majority of planning applications are Householder Applications, that is, applications for changes to or development of an existing dwelling. These are almost invariably decided by EBC Planning Officers. Until 2019, if CPC objected to such an application it was referred to the EBC East Area Sub-Committee for decision by EBC Councillors. This no longer applies, and objections to householder applications from CPC or from 15 or more households will no longer result in the application being referred to the East Area Planning Sub-Committee.
- In the following cases an objection by CPC, or objections from 15 or more households, will still result in the application being referred to the East Area Planning Sub-Committee:
 - Minor applications for 1 to 9 new dwellings;
 - Major applications for 10 or more new dwellings (which go to EBC Planning Committee rather than a Sub-Committee);
 - Applications for Permission in Principle for new dwellings.
- If applicants or objectors wish to have a householder application referred to EBC East Area Planning Sub-Committee, they can speak to their Ward Borough Councillor who has the power to make such a reference if they think it appropriate.
- If you wish to look up a submitted plan (or check whether one has been submitted) please click on the following link: - [Elmbridge Borough Council - Planning](#) and search 'planning applications'.

Amended July 2021

Amended May 2022

Amended July 2022