



**CLAYGATE PARISH COUNCIL**  
**PLANNING PROCESS AND PUBLIC SPEAKING DOCUMENT**

- The Parish Council Planning Committee meets every 4 weeks to consider 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 and residents are welcome to attend whether or not there is a planning application which affects them. Anyone wanting to attend but not speak should inform the Clerk before the meeting. During periods of Government imposed restrictions such as the COVID-19 pandemic, attendance should be informed by 11am of the day of the meeting. If a resident wishes to make representation to the Planning Committee regarding an application they 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 back 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 (either by letter or 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.
- Most applications are decided by EBC Planning Officers. If residents wish to have their application considered by either EBC East Area Planning Sub Committee or EBC Planning Committee, they will need at least 15 letters of representation from different addresses. Alternatively, they can speak to their Ward Borough Councillor who may be able to raise it to either the East Area Planning Subcommittee or EBC Planning Committee. Planning applications of smaller dwellings, less than 10, are heard by EBC East Area Sub Committee whilst dwellings of more than 10 are decided by the EBC Planning Committee.
- If you wish to address the Ward Borough Councillors at EBC East Area Sub Committee you will need to inform the Planning Department.
- 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