



Donnington and Muxton Parish Council

Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG

Email: clerk@donningtonmuxtonpc.org

Website: www.donningtonmuxtonpc.org

Telephone: 01952 608001

Pre-application Planning Protocol

Donnington and Muxton Parish Council welcomes early engagement with planning applicants on major or complex planning proposals.

Applicants are expected to comply with the policies set out in the Donnington and Muxton Neighbourhood Development Plan and Telford & Wrekin Council's Local Plan 2011 – 2031

This Parish Council undertakes to facilitate positive pre-application discussions between applicants, its Councillors and the community. It will also, where appropriate, participate in discussions with other planning stakeholders and decision-makers.

Donnington and Muxton Parish Council undertakes to:

- Seek and encourage early engagement regarding evolving planning proposals;
- Respond positively to requests for assistance or advice from applicants;
- Work constructively with applicants to identify means to mitigate any potential negative impact of a proposal;
- Facilitate, where useful, public meetings to allow community engagement and consultation by applicants;
- Conduct all pre-application engagement in public;
- Make all information received publicly available, usually on this Parish Council's website www.donningtonmuxtonpc.org, where appropriate;
- Keep applicants informed of the process and outcomes of engagement;
- Meet the applicant's requirements as closely as possible within available resources.

Applicants seeking pre-application engagement should:

- Contact the Clerk on clerk@donningtonmuxtonpc.org at the earliest opportunity so that arrangements for pre-application engagement can be put into place.
- Set out in writing (email preferred) the nature of the proposal with as much information as possible and the nature of engagement or advice that is sought. In addition, any other relevant information such as supporting documentation, target dates, issues with statutory consultees or potential public concerns would also be helpful.
- Prepare a presentation for meetings before Councillors if this will be helpful to the applicant. Where possible, these should be on a PowerPoint presentation and supplied to Donnington and Muxton Parish Council via the Clerk at least 10 days in advance of the presentation. Supporting information should also be supplied electronically;
- Not represent the conduct of any pre-application engagement as implied or explicit approval for any proposal;
- Approach the Clerk in the first instance and avoid contact with individual Councillors.

Date of statement: **9th December 2019**