

### CONSULTATION WITH COMMUNITY COUNCILS ON PLANNING APPLICATIONS

The following consultation arrangements/detail meets Fife Council's statutory duty in terms of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 and the Planning (Scotland) Act 2019.

Community Councils have a key role in consultation on planning applications.

Community Councils will be consulted on the submission of planning applications for proposed developments that are categorised as being of national or major scale or of significance to the community. Community Councillors may also be invited to attend events held by applicants to inform members of the community about the development proposed prior to submission of a planning application. Community Councils may also request to be consulted on specific applications once the application has been submitted.

Once a planning application is submitted it will be recorded on the weekly list of applications and the e-planning website compiled by the planning authority and made available to Community Councils. If the Community Council wishes to be consulted on an application not directly referred to it by the planning team, it must timeously contact the planning officer concerned.

To support Community Councillors in this role, the Council will make efforts to brief Community Councillors on new planning legislation when it is enacted. Community Councillors should make themselves available to attend such training sessions where reasonably possible.

#### **Sequence of Events:**

- (1) All Community Councils are sent a weekly list of all planning applications.
- (2) Where the Community Council is a statutory consultee, i.e. where the development could affect the amenity in the area of the Community Council, they will be consulted directly. Where they are not deemed to be a statutory consultee, they can request formal consultation within 7 working days of the issuing date of the weekly list.
- (3) Following a formal request, a minimum 14 day consultation period is initiated, beginning on the date of issue of the application details.
- (4) Copies of the relevant plans and forms can be accessed by Community Councils via the Fife Council web page - [Link to Planning applications | Fife Council](#). The 'Planning Applications Online' system also provides the opportunity for Community Councils to register a geographical area of interest and receive notification by email of all applications submitted within that area.
- (5) The case officer is identified on the weekly list to assist the Community Council, e.g. for further discussion or information.

- (6) Community Councils are also informed whether the planning application will be considered by the Area Planning Committee or whether it is an application which could be determined under powers delegated to officials.
- (7) Informal consultation and discussion may also take place with appropriate Council officers if requested by the Community Council or if considered necessary by Economy, Planning & Employability.
- (8) Community Councils may be asked by the applicant to participate in pre-application consultation before the submission of a planning application for national or major development. The pre-application consultation will comprise a minimum period of 12 weeks community engagement which must include at least one public event.
- (9) A Community Council which covers an area within or immediately adjoining a site of a major or national application in Fife will be advised that a proposal of application notice has been submitted. This notice and the subsequent application will also appear in the Weekly List of Applications.
- (10) It is the role of Community Councils to consult the wider community on planning issues which affect them to the extent to which it is feasible within the resources of the Community Council.

The above consultation procedure is the minimum level of service provided. In some instances specific consultation arrangements may be agreed with individual Community Councils to suit their particular requirements.