



KINGSTON PARISH COUNCIL

PLANNING APPLICATIONS PROCESSES

Introduction

Since April 2017, Canterbury City Council (CCC) Planning Department has adopted an entirely online system for processing planning applications. Paper documents are no longer forwarded to Parish Clerks, and local notices of planning applications are no longer posted close to properties which could be affected or have a view on an application. In the light of these changes which have been introduced, the Parish Council has refined its own processes, and taken on more of the responsibility for informing local residents of planning applications.

- a) In general, Kingston Parish Council considers and comments on about 12 planning applications a year.
- b) New planning applications which apply to Kingston Parish are released by Canterbury City Council Planning on Mondays and an online notice is sent to the Clerk shortly afterwards. For each application the notice includes a reference number, address, reason for the application and the deadline for submitting comments. The Clerk forwards this notice to all Councillors.
- c) Councillors can view the details of the application on the City Council's website and formulate their own views on the application in time for the next Parish Council meeting. A site visit by Councillors should also be part of the process, in all but the most straightforward applications. The Clerk will print out one copy of the application documents for reference at the meeting.
- d) To inform local residents of new planning applications a number of options will be considered. These will include posting the initial notice:-
 - i. On the main parish noticeboard outside The Barn, and one other closest to the application site.
 - ii. On the Parish Council section of the village website.
 - iii. On Facebook.
 - iv. In Village News in the Kentish Gazette.
- e) If the date of the next Council meeting falls beyond the City Council deadline, then a short Extra-ordinary meeting will be arranged to allow Councillors to confer on the application.
- f) Comments from Councillors will be gathered at a full Council meeting for a collective view on how to respond to the application. It is important to stress that Councillors are expressing a view, not making a decision. Applicants and other residents are encouraged to come to the relevant Parish Council meeting.

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g) Having discussed the application at a Council meeting, the Council's view will then be entered onto the Planning portal of the City Council by the Clerk in time to meet the deadline.

Commenting on a Planning Application

The Canterbury City Council Planning Control can only take into account '**material planning considerations**' when looking at your comments. These are matters /effects/ issues that the legislation says can be taken into account. Material has been indicated under planning legislation and guidance.

If an issue is raised which is **not material** it cannot be taken into account. Such issues include:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of a view
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc
- Personal morals or views about the applicant
- The impact of construction work or competition between firms

The most common material considerations (although not an exhaustive list) are shown below:

- Loss of light or over shadowing
- Overlooking /loss of privacy
- Visual intrusion / increased sense of enclosure
- Adequacy of parking/ loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local and national planning policies
- Government orders and statutory instruments
- Disabled persons' access
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology

Please note: It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

If we receive comments about a planning application that are considered to be defamatory to another person, these remarks will not be included in any reports or published on the Council's website. This is because publishing a defamatory statement may result in libel action against the author of the document or against the Council as publisher.

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