

## Emergency Planning Determination Procedures

1. As planning applications are received from Cornwall Council the Town Council Planning Administrator will upload planning applications to Saltash Town Council website.

The public will be given five working days to submit their comments by email to [planning@saltash.gov.uk](mailto:planning@saltash.gov.uk) that must include the planning application number in their response submission. Members of the public also need to send their comments to Cornwall Council via [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)

Planning applications and the link to the Town Council planning website page be circulated to all Members and a response date provided.

2. As soon as possible all public comments received will be circulated to Members for consideration.

Public comments received will be in accordance with GDPR and will not contain any personal information unless the member of the public has expressly requested his or her details to be included.

Members to email their recommendation for approval or not and any succinct comments to [planning@saltash.gov.uk](mailto:planning@saltash.gov.uk) that must be relevant material considerations and/or local information or opinion.

Planning Administrator to upload Members votes and any comments onto the Town Council website for openness and full transparency.

Planning Administrator to upload all public comments onto the website in compliance with GDPR.

3. Planning Administrator and the Chairman to determine the response and any comments sending to the Town Clerk for his approval.

4. Upon approval from the Town Clerk responses to be sent to Cornwall Council copying the Head of Administration and Library Services to add the final recommendation to the Register of Delegated Decisions.

Following statement to be included:

“Due to the restrictions placed on the Town Council as a result of the pandemic Coronavirus, this response represents the opinion of Members of Saltash Town Council identified through a consultation process and will be ratified at the next appropriate Planning and Licensing Committee meeting”.

Planning Administrator to upload the response sent to Cornwall Council to the Town Council website.

5. If the planning application is referred back to the Town Council under the five-day protocol the Planning Administrator will revert to the Survey Poll in the normal manner.