



Protocol for Local Councils, Cornwall Council, and developers working together on pre-applications

Town and Parish Councils will aim to:

- publish details of its pre-application procedures and Cornwall Council Parish Profile on its website together with information for potential applicants
- assist in facilitating Public Meetings in suitable, pre-agreed local locations
- share notes of discussions held during the pre-application process with the Local Planning Authority. This could include minutes of meetings or a record of the discussion
- refer requests for advice on Planning Policy to the Local Planning Authority

Applicants and agents should:

- research the area of the proposed development to understand the local factors described in the Parish Profile before approaching a Local Council to engage in a pre-application process
- share plans, supporting information and guidance given by the Local Planning Authority with the local council before attending local meetings and will allow the information to be left for any follow up comments to be made
- respect the role of the local council during the pre-application process; private lobbying of individual Local Council Members is not permitted
- meet all reasonable costs of hiring local facilities to hold public meetings

Cornwall Council officers will:

- give a strong steer to Applicants to carry out public engagement work including options for the Cornwall Council pre-application community engagement process (PACE)
- share any pre-application advice given to the applicant by officers if requested (except in the case of confidential pre application enquiries)
- encourage of the use of Planning Performance Agreements (PPA) including Local Council Liaison
- ensure joined-up working with other agencies in connection with pre application submissions
- encourage the use of the Cornwall Design Review Panel
- adhere to the Pre application protocol when Cornwall Council is the planning applicant

Local Council Pre application Protocol – Planning Partnership Page Web link

<http://www.cornwall.gov.uk/environment-and-planning/planning/local-councils/planning-partnership-meetings/>