

## **HOW THE PLANNING SYSTEM WORKS IN ASFORDBY**

1. The Parish Council receives a copy of your planning application from Melton Borough Council for consultation purposes.
2. A list of applications is posted on notice boards in the parish and on the Parish Council's website at [www.asfordby.gov.uk](http://www.asfordby.gov.uk). You are invited to inspect the plans at the Parish Council office or at Melton Borough Council offices.
3. It is important that, if you send a letter to Melton Borough Council about a planning application, you send a copy to the Parish Council. This will enable them to take your comments into account when they make their decision.
4. Parish Council meetings are normally held on the third Thursday in the month at 7.00 p.m. (watch the notice boards). You are welcome to attend the meetings and to have your say at 7.00 p.m. before the meeting is formally opened. Plans are normally either pinned to the wall or shown on an overhead projector and this is a good opportunity to look at them in detail and discuss them with Councillors.
5. Before the Parish Council considers the application, individual Members of the Council will have the opportunity to visit the site concerned as they will be informed of the application at least three days before the meeting. Any observations that the Parish Council makes to the Borough Council will be based upon what they believe to be in the best interests of the parish as a whole, also taking into account any comments made by neighbours of the site.
6. The planning officers and committee may or may not agree with the comments made by the Parish Council but they are always reported and considered as are comments made by individual neighbours affected by the proposed development. The planning committee makes the final decision about whether or not permission should be granted and on what basis.

The Parish Council hopes that this explains something of the process involved but, if you would like further information, please do not hesitate to contact us on (01664) 812177.