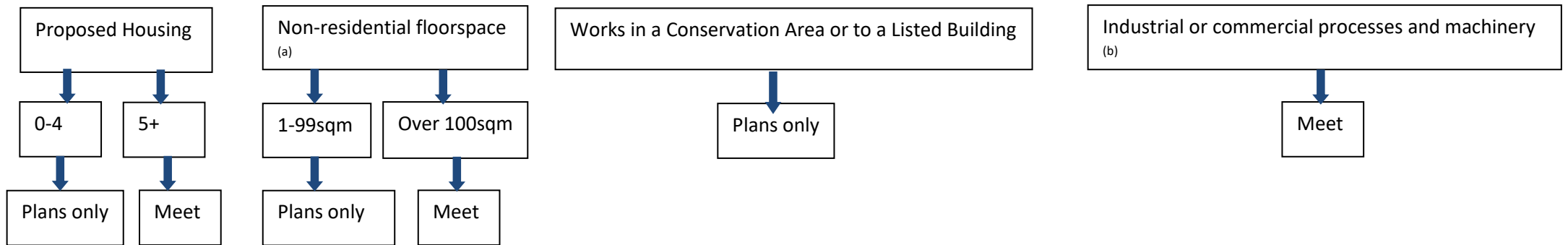


Pre-application Policy and Procedure

This procedure is to assist officers and members when asked for pre-application consultation with the Town Council and should be read in conjunction with ‘Planning Guidance for Members of Corsham Town Council – contact with applicants, developers and objectors’ (copy attached).

Type of Development



If there is no pre-application information, no action is required.

Where pre-application documents are submitted but they do not meet the criteria for a meeting, documents will be forwarded to all Councillors via email with a deadline set for comments. The comments would be collated and sent back to the applicant/agent and copied to Councillors.

If the proposal meets the criteria for a pre-application meeting, this will preferably be arranged before a Council (Planning) Meeting or other scheduled Council or Committee Meeting. If such meetings are to be held in the Town Hall the applicant or agent be required to hire the Town Hall for a minimum of one hour. The applicants or agents can invite who they want to the meeting.

(a) includes: shops; financial and professional services; restaurants and cafes; drinking establishments; hot food takeaways; office; research and development; light industrial; general industrial; storage or distribution; hotels and halls of residence; residential institutions; non residential institutions; assembly and leisure.

(b) includes: inert landfill; non-hazardous landfill; hazardous landfill; energy from waste incineration; other incineration; landfill gas generation plants; pyrolysis/gasification; metal recycling site; transfer stations; material recovery/recycling facilities (MRFs); household civic amenity sites; open window composting; in-vessel composting; anaerobic digestion; any combined mechanical, biological and/or thermal treatment (MBT); sewage treatment works; other treatment; recycling facilities construction, demolition and excavation waste; storage of waste; other waste management.