

# **SHIPLEY PARISH COUNCIL**

## **PROCEDURE FOR HANDLING CONSULTATION REQUESTS**

<b>Date Policy Reviewed</b>	<b>Date Policy Adopted</b>
<b>June 2015</b>	<b>15<sup>th</sup> June 2015</b>
<b>May 2016</b>	<b>16<sup>th</sup> May 2016</b>
<b>May 2017</b>	<b>18<sup>th</sup> May 2017</b>
<b>May 2018</b>	<b>17<sup>th</sup> May 2018</b>
<b>May 2019</b>	<b>16<sup>th</sup> May 2019</b>

1. On receipt of a consultation request, the consultation request will be added to the Council meeting agenda as follows:

- Financial
- Highways and rights of way
- Strategic planning
- Major planning applications
- Ordinary householder planning applications
- Minerals and waste
- Neighbourhood Plan
- Environmental
- Procedural

2. The agenda will record the closing date for the consultation to alert members of the public.
3. The consultation will be debated in accordance with the Council's adopted Standing Orders.
4. The Proper Officer of the Council will submit the consultation response on behalf of the Council.