



**Milton Keynes Partnership**

# **PART THREE: ADMINISTRATIVE PROCEDURES AND GOVERNANCE**

## Preparing Planning Files

MKPC planning files effectively consist of two or three parts:

File Colour		File Contents
1	Orange	Pre-Planning Application File
2	Orange	Planning Application File
3	Blue	Plan File

The Pre-Planning Application File is not available to the General Public for viewing.

The Planning Application File and Plan File are both available to the general public for viewing.

### Procedure:

**a) Identifying Planning Application Number;** This is supplied by the DC planning administrator when the application is registered on Uniform.

**b) Ordering a File;** The DC planning administrator will order files from EP's Record Office. Planning files are received with both Planning application reference number and EP File reference number.

**c) Preparing a Planning File;** The planning application file (orange) must be made up with the following components:

- Application Tracking Sheet **Appendix 8**
- Validation/ application checklist sheet for the appropriate application type **Appendix 3, 4 and 5.**
- Statutory and Non-statutory consultee checklists (blue) **Appendix 9 and 10**
- Site Inspection Sheets (green) **Appendix 19**

## **Planning Register and Schedule of Copying Charges**

The Planning Register is retained at The Civic Offices of Milton Keynes Council. Part I of the Planning Register holds copies of all undetermined Planning Applications and is available to the general public for inspection during normal office hours. The working file is held at the Offices of Milton Keynes Partnership at Central Business Exchange II. Part II of the Planning Register contains copies of all decision notices on all applications that have been determined by MKP and is also available at both offices of MKP and MKC.

**Copies of all Documents and Plans are available at a reasonable cost at all locations.**

### **MKP copying charges**

MKP will endeavour to provide copies of documents on request, however a reasonable charge will be made and will be based on the following;

**A4 Copies 30p**

**A3 Copies 50p**

**A1 or A2 Copies £5.50**

**Copy of Planning Permissions £8.00**

**Planning Sub Committee agendas and reports are available through [www.miltonkeynespartnership.info](http://www.miltonkeynespartnership.info) . Hard Copies are available prior to the meeting at a cost of £10 each.**

## **MKPC PLANNING SUB COMMITTEE CODE OF GOOD PRACTICE FOR PLANNING MATTERS**

This code of conduct applies to members of the Planning Sub Committee, and officers associated with planning cases.

### **GENERAL**

1. Members must act totally impartially at all times from as soon as they first become acquainted with a planning application until the final decision is made.
2. The member must declare the nature and extent of any personal interest they have in any planning matter and must cease to be involved in any planning matter in which they have a prejudicial interest as soon as they realise that they have such an interest.
3. Insofar as possible they should avoid all contact with applicants, agents, objectors, and – in particular – decline all offers of gifts and hospitality. Such offers should be reported to the Sub Committee Secretary.
4. They should take their decisions in accordance with the Milton Keynes Council planning policies unless there are clear and compelling planning reasons for not doing so.
5. They must not disclose or use to their own advantage any confidential information.
6. They should not become associated in the public mind with any vested interest in planning matters.

### **OUTSIDE THE SUB COMMITTEE**

7. Members should not offer any opinion on a planning application until it has come to Committee and they are satisfied that they have all the relevant planning information.
8. MKC members of MKPC should not be involved in decisions on any applications arising within their wards.
9. If lobbied on applications members should aim to give equal time and opportunity to both applicant and objector.
10. The Sub Committee members should normally only meet applicants and objectors with an MKPC officer present and all such contacts must be reported to the Sub Committee Secretary.

11. They must not put pressure on any officer associated with planning matters in order to influence their recommendations on a particular application one way or the other.

#### IN COMMITTEE

12. Sub Committee Members must base their decisions only on material planning considerations. No others are permitted.
13. The members must not speak or vote on any planning matter in which they have a prejudicial interest.
14. The members must declare if they have any relevant information on a planning application or have been lobbied in respect of it.
15. The members must list their planning reasons for any departure from the Council's planning policies and take a recorded vote on any such decision.

#### OFFICERS

16. Officers are required at all times to give objective, professional and non-political advice on all planning matters.
17. Additionally the guidelines above apply as appropriate to all officers associated with planning matters.