**Planning Application Process Summary – Appendix 2**

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| **Stage**  | **Task** |
| A | Before receiving any applications | * Identify lead officer(s) health board (including public health team) to receive planning applications (possibly set up email address to receive applications)
* Agree with local planning authority team/s the criteria and threshold for applications to be consulted upon i.e. major residential development applications (definition of major to be agreed), hot food takeaways, retail, care homes etc.
* Agree if a weekly application list will be sent to lead officer and reviewed for relevant applications to be highlighted to key health board contacts
* Agree list of contacts for internal consultees in Health Board departments including primary and secondary care, public health etc.
* Agree whether Environmental Public Health Service comments on environmental health related issues will be incorporated into the response or dealt with separately if relevant
* Establish who signs off health board responses
* Create and maintain a log of applications
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| 1 | Process Application | Lead Officer to complete Part 1 of template:* Complete details of application using template for responses
* Log application details
* Circulate by email to internal comments
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| 2 | Internal Consultation | Lead Officer to:* Collate responses
* Confirm whether Section 106 or CIL contributions are to be considered in the response (if appropriate according to local policy/ SPG)
* Ensure sign off has been gained for the response
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| 3 | Submission of Response | Lead Officer to:* Submit Part 2 of template to local planning authority
* Log response
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