



This authority must make decisions on Planning Applications in an open and transparent way. Any person is entitled to make an application for permission and in some circumstances the applicant may be a person who could be seen to have any undue influence on the Planning Process

The following extract from Council Constitution – Protocol for Councillors and officers Engaged in the determination of Planning applications and other Planning decisions (Revision 2) – gives details of the processes that have been put in place so that it can be demonstrated that the application is dealt with fairly and in an unbiased manner.

**“22 Development Proposals Submitted by Councillors and Officers**

- 22.1 Applications to their own Authority by serving and former Councillors and officers and their close friends, partners, employers or business associates (including those of relatives) and relatives themselves can easily give rise to suspicions of impropriety.
- 22.2 It is perfectly legitimate for such proposals to be submitted. However, it is vital to ensure that they are handled in a way which gives no grounds for accusations of favouritism. Serving Councillors, Chief Officers and staff of Planning Services together with other Council staff who act as agents for applicants should play no part in the decision-making process in respect of those proposals. The Council's Monitoring Officer should be **told in writing** by the Councillor or member of staff that an application has been made as soon as it is submitted. **Such applicants (or their agents) should also advise the Head of Planning & Economic Development by means of a pro forma supplied for the purpose when the application is submitted. The relevant pro forma is set out in Appendix 3.** Any such applications, whether by Members or officers, cannot be dealt with by the Head of Planning Services under delegated powers. All such cases will stand referred to the Area Plans Sub-Committee concerned.
- 22.3 A Councillor submitting an application will invariably have a personal and prejudicial interest in the application. He or she must declare this interest at the meeting where the application is under discussion and withdraw whilst it is considered.
- 22.4 A Councillor who is an applicant or who otherwise has a prejudicial interest under the Code of Conduct in an application should not 'improperly seek to influence a decision about the matter' (Paragraph 12(1)(c) of the Code of Conduct). 'Improperly' should not imply that a Councillor should have any less rights than a member of the public in seeking to explain and justify their proposal to an officer in advance of consideration by a Committee.
- 22.5 An officer submitting an application has a clear interest in that application. He or she must also declare that interest and leave if present at the meeting at which the application is discussed. They must then leave the meeting. Applications submitted by Councillors or officers will always be determined by an Area Plans Sub-Committee or the District Development Control Committee and not by the Head of Planning Services under delegated powers.
- 22.6 In all such cases, the aim must be to ensure that applications are dealt with in the same way as those by any other person. This will avoid any suggestion of preferential treatment.

Please return the form overleaf to us **with your application indicating whether or not** the applicant or agent on this application is a serving or former Councillor or officer or their close friend, partner, employer or business associate (including those of relatives) or relative.”

 <b>Epping Forest District Council</b>	<b>Planning Services</b>
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**Development Proposals Submitted by Councillors and Officers**

Application Number (if known): \_\_\_\_\_

Site Location:: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am the: \_\_\_\_\_ Applicant/Agent (delete as applicable)

Applicant/Agent Name: \_\_\_\_\_

I have no involvement with Epping Forest District Council either directly or as a third party, as detailed on the covering sheet.

**I have involvement with Epping Forest District Council as a:**

Serving Councillor	Former Councillor
Serving Officer	Former Officer

**I have involvement with Epping Forest District Council through a third party who is a:**

Serving Councillor	Former Councillor
Serving Officer	Former Officer

Name of Third Party: \_\_\_\_\_

**The Nature of my relationship with this third party is**

Close Friend  
Partner  
Relative  
Employer/Employee of Third Party                      or of relative of Third Party  
Business Associate of Third Party                      or of relative of Third Party

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Failure to return this form will result in your application being unable to be determined.

Please return this form with your application, or if submitted separately after an application to:

John de Wilton Preston, Head of Planning and Economic Development, Civic Offices, High Street, Epping, Essex CM16 4BZ