

## NORTHFIELD & WILLOWBRAE COMMUNITY COUNCIL (N&WCC)

### RESPONDING TO PLANNING APPLICATIONS PROTOCOL:

- City of Edinburgh Council Planning & Building Standards produce a 'Weekly List' of all planning applications and circulate it every Tuesday; along with a 'List of Approvals'.
- Check Weekly List for CEC Ward 14 Craigentenny / Duddingston; but also check for Ward 16 Portobello / Craigmillar as occasionally planning applications overlap between Wards.
- N&WCC Planning Secretary to check all applications for N&WCC area:  
Section 1 – Recently registered planning applications;  
Section 2 – Proposal of Application Notices received;  
Section 3 – Proposals for tree work in conservation areas;  
Section 4 – Proposals for tree works where there is a Tree Preservation Order;  
Section 5 – Prior Notification of Telecommunications.  
Section 6 – Certificate of Lawfulness Existing.  
Section 7 – Certificate of Lawfulness Proposed.
- Record applications submitted in rolling weekly Form - that is submitted to CC members, **the week before bi-monthly CC meetings**, alongside CC Main Agenda. Note 'Applications of Interest' for CC and whether to object or comment. Categories: GRANTED/ REFUSED/ SUBMITTED/ CERTIFICATE of LAWFULNESS
- Check Approvals List and record Approvals on rolling Form and update weekly.
- If application raises planning issues that Community Council might be concerned about i.e.; application departs from adopted Local Development Plan +/- non-statutory CEC Guidance Notes, / impacts on residents amenity / design, etc.; then Planning Secretary draft succinct objection letter stating policies & issues of concern.
- If application of sufficient scale and local residents raise interest with Community Council, consider holding public meeting if time allows (e.g.; Willowbrae Road Student Accommodation), to gauge views and if there is a community consensus.
- Circulate draft letter to all Community Council members with c5-7 days to comment (ideally via the 'Tracked Changes' function in Word Documents), depending on deadline for objections to be received by CEC that is indicated on the Weekly List.
- Planning Secretary to finalise letter and re-circulate to all Community Council members for any final comments (may be c2-3 days), if revisions to initial draft.
- Planning Secretary to submit N&W CC objection letter, 'signed' on behalf of full CC to relevant CEC Planning Case Officer and ask for acknowledgement to N&WCC Secretary e-mail address.

(CA – V2- 10.3.24)