



Ringwood Town Council

Pre-Application Planning Protocol

1. Ringwood Town Council welcomes early engagement with developers and applicants on major or complex planning proposals.
2. Applicants are expected to demonstrate how their proposal has responded to the (emerging) Ringwood Neighbourhood Plan (including the Ringwood Strategic Master Plan and the Ringwood Design Guidance & Codes) and the Ringwood Local Distinctiveness Supplementary Planning Document.
3. Ringwood Town Council undertakes to facilitate positive pre-application discussions between applicants, its councillors and the community. It will also, where appropriate, participate in discussions with other planning stakeholders and decision-makers.
4. Ringwood Town Council welcomes early engagement with the relevant Local Planning Authority (LPA), usually New Forest District Council for major applications.
5. Ringwood Town Council undertakes to:
 - 5.1 Seek and encourage early engagement with the LPA, developers and potential applicants regarding evolving planning proposals.
 - 5.2 Work constructively with the LPA and developers where possible to mitigate any potential negative impact of any proposal.
 - 5.3 Promote pre-application discussion with members of the Council.
 - 5.4 Facilitate, where useful, public meetings to allow community engagement and consultation by developers.
 - 5.5 Conduct all pre-application engagement in public, where possible.
 - 5.6 Record and retain a written record of any discussion or meeting.
 - 5.7 Make all information received publicly available, usually on the Council's website, where appropriate.
 - 5.8 Keep any commercially sensitive information confidential if, in exceptional circumstances, it is necessary for developers to share such information.
 - 5.9 Ensure councillors remain impartial and keep an open mind until a planning application is formally considered by the Planning, Town & Environment Committee.
6. Procedures for pre-application engagement:
 - 6.1 Any developer wishing to engage in pre-application discussions should apply to the Town Clerk in the first instance and avoid contact with councillors.
 - 6.2 Any approaches to individual councillors should be immediately referred to the Town Clerk.
 - 6.3 All councillors will be invited to attend any pre-application meeting with developers or the LPA.

- 6.4 The Deputy Town Clerk will liaise with the relevant LPA Planning Officer for updates on progress of an application, and to arrange councillor briefing meetings.
- 6.5 Any presentation or information shared with the Council will be forwarded to all councillors and will be made available on the Council's website whenever possible, noting the undertaking in paragraph 5.8 above.
- 6.6 No decisions or determinations will be made at any pre-application meeting or discussion.
- 6.7 Developers must not represent the conduct of any pre-application meeting or discussion as implied or explicit approval for any application.
- 6.8 The Council will reserve its final position on any application until the occasion when an application is formally considered by the Planning, Town & Environment Committee and/or Full Council.

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