



PROCEDURE FOR CONSIDERING PLANNING APPLICATIONS POLICY

**REVIEWED AND APPROVED BY FLINT
TOWN COUNCIL
ON 15th JUNE, 2026**

PROCEDURE FOR CONSIDERING PLANNING APPLICATIONS

The Town Council is a statutory consultee for all planning applications in its area and these are forwarded to the Town Clerk by Flintshire County Council.

There is usually a three-week period in which to submit comments and the Town Council have agreed the following arrangements:

- a.** If the date of the Town Council meeting is within the response period then the application(s) will be included on the agenda or reported to the Town Planning Committee Meeting.
- b.** If an application is received between meetings and requires a response, or during the recess months of August and December, the details will be circulated to all members of the Town Planning Committee by email or post.

Members are required to respond within 7 days, indicating whether they support or object to the application, and providing any relevant comments.

Councillors are reminded not to use “reply all” when responding.

In the unlikely event of there being no clear view, then the Chair of the Town Planning Committee, Mayor of the Council and Leader of the Council will determine the matter after being advised of the responses received.

Any application(s) dealt with in this matter will be included on the agenda for the next meeting for information.

However, if the application is considered to be controversial a special meeting may be convened.