



Cyngor Dinas Llanellwy St Asaph City Council

Council Protocol for Responding to Planning Applications

1. Introduction

- 1.1 St Asaph City Council is not a planning authority and, as such, does not approve or refuse planning applications. The City Council's only role is to respond to the Planning Authority, giving its views on planning applications.

2. General

- 2.1 Planning is a standing agenda item at a Council meeting and the Council's response to planning applications will be considered under this item. This may be varied at the Mayor, or Chairman's discretion.
- 2.2 All members of the public are welcome to attend a Council meeting, however this will be subject to the capacity of the building at which the meeting is held. Facilities for remote attendance are available.
- 2.3 Councillors must be mindful not to be pre-determined before the agenda item is debated. Councillors will always be careful to remain impartial.
- 2.4 The Council's role is not to represent one viewpoint or another, but to respond to the application. This will be determined by Councillors voting when the agenda item is considered.
- 2.5 It is for each Councillor to decide how they will vote on this matter, and their contribution to the debate.
- 2.6 The Planning Authority will only accept comments on material considerations. Details of material, and non-material considerations can be found via the following link:
<https://www.denbighshire.gov.uk/en/planning-and-building-regulations/search-and-comment-on-planning-applications.aspx>

3. Public Participation on Planning Matters

- 3.1 When members of the public attend a Council meeting and wish to address the Council, each group with the same viewpoint will be asked to nominate a spokesperson to speak on behalf of the group.
- 3.2 Each spokesperson will be allowed to speak within the time limits set by standing orders. The Mayor, or Chairman or the meeting can extend this at their discretion.
- 3.3 Each person speaking will address the Mayor, or Chairman of the meeting.
- 3.4 Debate between members of the public will not be permitted.
- 3.5 Councillors should not ask questions or engage in debate with the public, but should merely listen to the views expressed.
- 3.6 Any information received can be considered by each Councillor when deciding how to vote on the agenda item for the Council's response.

4. Correspondence

- 4.1 The Clerk will include planning applications, consultations and correspondence from the Planning Authority in the meeting papers circulated to all Councillors.
- 4.2 Correspondence from the public stating opinions or making a case on planning matters are not to be circulated to Councillors.
- 4.3 The member of the public is to be informed they can give their views by attending the Council meeting at which the matter is to be discussed. They can also respond to the application on the Planning Authority website or planning portal.

Protocol Adopted

March 2026

Last review

March 2026

Next review

May 2029