

Trial Triage / Filter Procedure

(Agreed by Council 23 March, for planning notifications received until 30 September 2026)

- All planning notifications received from Somerset Council are circulated to all Councillors
- Where the application falls outside the initial filter criteria listed below the triage process will be invoked and the circulated email will include a date for any comments or a request for committee consideration to be received by the Town Clerk (or other delegated Officer).
- The triage process will be invoked for applications of the following types:
 - illuminated signs,
 - prior approvals,
 - certificate of lawfulness
 - access improvements,
 - minor amendments to previously approved applications
- Where the application falls within the initial filter criteria listed below it will automatically be considered by the Planning and Highways Committee
- Initial Filter Criteria:
 - The application is for more than 1 residence / dwelling
 - The application is for a commercial / industrial / retail / agricultural purpose i.e. anything that is not a residence / dwelling
 - The application site is within flood zone 3a
- If an application does not meet the initial filter criteria and no Councillor call-in request is received the response to the Town Council's response to the application will be made by the Town Clerk (or other delegated Officer) following consultation with the Chair and Vice-Chair of the Planning and Highways Committee; the response will take into account
 - Written comments made by Councillors in response to the email notification (and received within the set time scale)
 - The general planning starting point of approval unless there are material planning reasons for refusal.
- **The Town Clerk may refer any application to the Planning and Highways Committee for consideration**
- At the same time as an Agenda is published for the Planning and Highways Committee an information sheet will be published of all the responses submitted to Somerset Council under the triage / filter system. This will be for information only (it will not form part of a meeting agenda) and circulated to Councillors and published on the Town Council's website.