RICHMONDSHIRE DISTRICT COUNCIL

COMMUNITY DEVELOPMENT

JOB DESCRIPTION

JOB TITLE	**Planning Officer**	**POST NUMBER**	**PLAN DEV 04-07 + 14**

MAIN PURPOSE OF JOB:

To deal with applications and appeals submitted under the Town and Country Planning Acts and other related legislation and other related matters as required.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Development Management Team Leader

RANGE OF DECISION MAKING:

The job involves dealing with a varied case load of planning applications and other planning related work within the Development Management function of the Council.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

None.

RANGE OF DUTIES AND RESPONSIBILITIES:

1. Deal with all types and scale of applications submitted under the Town and Country Planning Acts and other related legislation.

2. Ensure that all administrative procedures concerning the determination of applications submitted under the Town and Country Planning Acts have been followed.

3. Negotiate with applicants and their professional representatives to secure satisfactory development proposals and where necessary to obtain Planning Obligations under Section 106 of the Town and Country Planning Act 1990 that will secure maximum community benefits for the Local Planning Authority in areas including affordable housing, infrastructure and open space provision, commuted sums, etc.

4. Prepare reports for consideration by the Planning Manager/Development Management Team Leader on delegated cases and for consideration and determination by the Planning Committee on cases falling outside the scope of the Scheme of Delegation.

5. Attend Planning Committee and present applications to Members providing advice and guidance to Members as required.

6. Implement decisions reached by the Planning Committee or the Planning Manager.

7. Prepare appeal statements and appear as expert witness for the Council as necessary at public inquiries and hearings following any appeal to the Secretary of State.

8. Carry out procedures as necessary relating to any enforcement action by the Council under the Town and Country Planning Acts.

9. Make Tree Preservation Orders where required to secure the protection of important trees.

10. Deal with proposals under the Hedgerow Regulations and the Anti Social Behaviour Act (High Hedges).

11. Secure diversions to Public Rights of Way where required under the Town and Country Planning Act.

12. Liaise with other service areas of the Council on all aspects of common interest.

13. To determine planning applications under the Scheme of Delegation in the absence of the Planning and Development Manager.

14. To advise Members of the Council, Parish Councils private organisations and the general public on planning and related matters including attendance at external meetings as required.

15. To operate the IT systems associated with the post. To contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.

16. To observe the requirements of the Health and Safety legislation.

17. To observe the requirements of the Data Protection Act.

18. Such other duties as may from time to time be allocated to the postholder consistent with the responsibilities of the post.

19. To participate in negotiations with applicants and their professional representatives for Planning Obligations under Section 106 of the Town and Country Planning Act 1990 that will secure maximum community benefits for the Local Planning Authority.

20. To carry out any other duties broadly compatible with current duties and responsibilities as may be allocated from time to time by the Corporate Director.

21. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy

CONTACTS:

Statutory agencies
Voluntary agencies
Councillors
Council officers at all levels
General public
Other Councils
Planning Inspectorate
Infrastructure providers

	COMPILED BY: Bart Milburn	**ASSESSMENT DATE:**
SPECIAL CONDITIONS OF SERVICE: *Out of hours attendance at meetings *Full UK driving licence and access to a car for work purposes	**COMPILED DATE:** August 2019.	**ASSESSED BY:**
		POST GRADE: 10

Job Description
agreed by postholder……..Date……