

**From:** Hotchkiss, Helen <HOTCHH@CAERPHILLY.GOV.UK>  
**Sent:** Wednesday, July 12, 2023 4:49 PM  
**Subject:** Planning Application Consultation - new process

Dear Community and Town Council Clerks

As you are aware, you are included in the Planning Weekly List circulation email advising you of new planning applications registered each week. Due to Welsh language translation requirements, you are often sent the list a week or so later than the date the application was validated and registered, and as you are then given 21-days to comment on the application, this delay can impact on our ability to determine an application within a lesser timescale. We are also aware that, due to this delay, an application was recently determined prior to the Community/Town Council comments being received.

Therefore, in order to improve efficiency, from Monday 17th July 2023, you will receive an email consultation directly notifying you of any applications within your Community/Town Council area on the day the application is registered as valid. This will be the same day that any other statutory consultees are consulted on the application and your 21-day period (unless a lesser period is quoted) for submitting any comments will begin from the date of that consultation letter/email. Where a larger application site may straddle another Community/Town Council area, we will consult with both Clerks.

We will also continue to circulate the weekly List to you by email as the list may contain applications which, although not falling within your specific areas, could impact on your areas but, please note that the consultation period for commenting on such applications will be the same date that the statutory consultees have for providing their comments on those applications.

If you haven't already done so, we would also encourage you to sign-up as a User on Planning's Public Access system using the following link: [Caerphilly - Caerphilly County Borough](#) where, amongst other search criteria, you can retrieve applications falling within your Community/Town Council area or within specific Wards.

Kind regards

**Helen Hotchkiss**

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