

City of Durham Parish Council

Planning and Licensing Committee Terms of Reference

Council has created the Planning and Licensing Committee, consisting of seven Members, and will appoint members of the Council to the Planning and Licensing Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no fewer than three members.

Subject to the approval of the Council and an annual review at the May Annual meeting of the Council, the Committee may co-opt up to two non-Councillors who represent a specific area of interest or to provide informed contributions relating to the Committee's Terms of Reference.

Co-opted non-Councillors have the right to any document to be discussed or considered by the Committee. Their appointment is governed by the Council's Standing Orders.

It has assigned to the Planning and Licensing Committee the following terms of reference.

1. That meetings be held as and when required.
2. The Planning and Licensing Committee will consider planning applications for sites in the City of Durham Parish, or which will have a significant impact on the Parish, and if felt appropriate has delegated powers to make representations on them in accordance with the County Council's constitution and Material Planning Considerations, including representing the Council at County Council Planning Committee Meetings.
3. To consider pre-application consultations from developers and, if felt appropriate, to respond.
4. If a planning application is refused and the developer appeals, if felt appropriate to make representations to the Planning Inspectorate.
5. To consider in detail any Supplementary Planning Documents relating to either the County Durham Plan or the Durham City Neighbourhood Plan. To respond to any consultations on these documents on behalf of the Full Council.
6. To make representations to the County Council on the implementation of its planning policies and practices where these affect the Parish and to respond to consultations on any replacement or modification to the County Durham Plan, including making representations at any public inquiry
7. To monitor the operation and effectiveness of the Neighbourhood Plan and recommend changes where necessary, to be progressed via Full Council through the planning system.
8. The Planning and Licensing Committee will consider all new Traffic Regulation Order consultations for sites in the City of Durham Parish and

has delegated powers to make representations on them and represent the Parish Council at County Council Highways Committee Meetings.

9. To engage with a planning or licensing consultant on planning or licensing matters as and when required.
10. To consider licensing applications under the Licensing Act 2003 that have been submitted to the local licensing authority
11. To seek a review of a premises licence or a club premises licence where it appears to the committee that the licensing objectives have been breached.
12. To make representations to the licensing authority consistent with one or more of the four licensing objectives namely:
 - (i) Public safety
 - (ii) Prevention of public nuisance
 - (iii) Prevention of crime and disorder
 - (iv) The protection of children from harm
13. To make representations to the licensing authority where the premises named in the licence application lie within the Parish or in its vicinity such that it would have an impact on residents living or working within the Parish boundary.
14. To make recommendations to the Parish Council where appropriate on reviews of the County Council's policies relating to the Licensing Act 2003 and to matters falling under the purview of the County Council's General Licensing and Registration Committee (these are currently licensing and regulatory functions as set out in Section B of Schedule 1 to the 2000 Regulations), in relation to:
 - hackney carriages and private hire vehicles;
 - sex shops and sex cinemas and sexual entertainment venues and licensing matters provided for in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982;
 - market and street trading;
 - HMO licenses
 - pavement licenses
 - gambling licenses
15. To lead on organising any planning and/or licensing training for Members and/or parishioners as and when required.

Note: All members of the Council will be notified of the planning and licensing applications which will be considered at each meeting of the Planning and Licensing Committee in order that they may attend and make representations.

Date adopted: July 2025

Date to be reviewed: May 2026