



Job Description – Planning Technician

Authority:	ADC/WBC
Service Block:	Economy
Section:	Development Management
Post Title:	Planning Technician
Post Number:	I2542
Accountable to:	Support Services Manager
Management responsibility for:	
Authority to liaise with:	Other officers of the council. Elected Councillors. Members of the public. Planning applicants and their Agents/Architects. Statutory Bodies. Internal/External
Meetings attended on a regular basis:	Development Management team meetings.

Principal purpose of job (role summary)

To ensure that all technical and administration procedures regarding the formal registration of planning applications submitted to the council are efficiently and accurately completed. Provide technical and administrative support to the Development Control Section. Assisting customers, agents and members of the public in interpreting the planning system, relevant planning regulations, drawings and technical information when answering telephone, written and reception enquires. Process householder or other minor applications in accordance with relevant legislation when required.

Main duties, tasks and responsibilities of post holder

- I. Checking the validity, content and accuracy of all types of planning applications for the purposes of formal registration/validation in accordance with the Town and Country Planning Legislation and the Councils Codes of Practice.

2. Calculating, evaluating and determining the correct planning fee for planning applications in accordance with the T&C Planning (Fees for Applications) Regulations.
3. Preparing, inputting information and statistical data in relation to planning applications on the Councils computer system.
4. Preparation and publication of the weekly list of planning applications. Identifying the relevant advertising required for each application; identifying and preparing the site notices required in accordance with the Town and Country Planning (General Development Procedure) Order and the Councils Codes of Practice.
5. Identify and inform neighbours of planning applications by letter. Identify and consult internal departments of the Council and external bodies (including statutory bodies) on planning applications and provide necessary information in accordance with the relevant legislation and Councils Codes of Practice.
6. Provide a knowledgeable and accurate interpretation of the planning system and relevant planning regulations when answering telephone, written and reception enquires.
7. Explain and interpret plans, drawings and technical information accurately to customers who are not familiar with such details.
8. Where necessary process householder applications or other minor applications in accordance with relevant legislation and the adopted Codes of Practice.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	
Assistant Director/Divisional Manager (Print name):	
Signature:	
Date:	