

Job Description: Planning Officer

- Report breaches of planning law and/or Conditions (associated with granted planning permissions) and untidy sites to the Council
- Review new planning applications with a view to commenting upon them
- Review planning consultations and similar issues and respond as appropriate
- Respond to Appeals
- Report to bi-monthly RVR meetings
- Provide guidance to members on planning issues
- Keep an archive of own planning activity
- Maintain records of planning activity to track developments
- Provide information for the RVR newsletter
- Provide material for the website and social media to inform and educate
- Liaise with LBL and LBB Councillors, other Residents' Associations and Council Officers
- Liaise with and provide guidance to residents about nearby applications relevant to them
- Attend Council planning meetings when necessary (rare)