

AS&S NP Planning Mailbox coordinator – role description

The role:

- Receive into dedicated inbox all notifications of new planning applications in our area
- Log every application onto a Master Spreadsheet – ideally weekly but twice a month would be sufficient
- Adding relevant details – mainly taken from RBWM website planning portal
- Check weekly updates (on RBWM website) for planning application decisions made and capture on spreadsheet
- Circulate master spreadsheet to all those involved in responding to planning applications
- Send out from same dedicated email address all NPDG submission to planning applications (letters supplied by others)
- Also log onto a separate spreadsheet any appeals lodged and circulate information

Skills required:

- Good administration skills
- Ability to use Excel (but nothing complicated!)
- Comfortable with navigating websites

Time required:

- About half a day a week
- Ideally on a regular basis (as far as practicable)

April 2015