

Planning Committee call-in process

Member considers call-in



Member decides whether to call-in to committee or not



Member emails request to:
1. Chair and Vice Chair
2. Development Manager
3. Planning officer
* Planning officer to notify Team Leader



Head of Planning in consultation with the Chair considers call-in

* Head of Planning responsibility delegated to Service Manager



Head of Planning confirms by email whether call-in request is agreed



Officers to advise members the date of the committee meeting

- What material planning reasons are being identified?
- Speak to the Planning Officer if you would like further information or to discuss the call-in
- Review the consultation comments that have been received on the council's website

- What are the reasons for this application being determined by Planning Committee as opposed to delegated authority?
- Would a committee site visit be beneficial?
- Call in requests to be received by the Chair and Head of Planning within **28 days** of the application being registered

- Send the email to the above people including the planning reasons why this application should be called-in
- Please do not send emails to the generic planning inbox – this is to ensure the relevant Officers and Chair receives your request asap.