

Appendix 2

Chair and Nominated Member “call in” and Referral Protocol

1. The Chair of the Planning Committee or a Nominated Member shall review applications on the published weekly list of valid applications.
2. Within 21 days of publication of the weekly list of valid applications, the Chair of the Planning Committee or a Nominated Member shall present to the case officer a request that an application on the list be determined by the Planning Committee.
3. The request shall be made in writing using the Request Form outlining the reasons for the request.
4. A request for an application to be determined by the Planning Committee must be based on clearly expressed planning reasons/concerns¹.
4. On receipt of the written request from the Chair or Nominated Member, the Head of Development Management (or the Divisional Director of Planning) shall consider the request to ascertain whether the application should be reported to the Planning Committee or whether the concerns raised could be addressed, either through further clarification or the imposition of condition(s).
5. The Head of Development Management (or the Divisional Director of Planning) shall notify the Chair or Nominated Member of his/her provisional opinion, outlining the reasons for the opinion and recording these on the request form.
6. In the event that the Chair or the Nominated Member disagrees with the views reached by the Head of Development Management (or the Divisional Director of Planning), then the application shall be reported to the Planning Committee.
7. All request forms submitted for referral of an application to the Planning Committee and the decision reached on the request shall be placed on the Council’s website along with the documents relating to the relevant application.

¹ It is open for Members to contact case offices directly for discussion on a case, or to seek clarification on any aspect of the proposal