

PLANNING CALL IN PROCEDURE FOR DELEGATED APPLICATIONS

1. This procedure must be followed if a member is to require an application, which is delegated to be determined by the Head of Planning, Legal and Democratic Services, to be referred to the Development Control Committee.
  - 1 All members will receive a weekly list of all planning applications received.
  - 2 A member may only call in an application if it is within their ward area and one of the nominated Councillors on the Development Control Committee agrees that the matter should be called in.
  - 3 There will be two nominated Call in Councillors on the Development Control Committee who will organise and submit the call in and who must agree with the Ward member to the use of the planning call in and that nominated Councillor will complete the call in form. The names of the two nominated Councillor must be provided to the Head of Planning Legal and Democratic Services after Annual Council.
  - 4 Where a member requires a delegated application to be decided by the Development Control Committee, the Development Control Team Manager must be notified in writing within 28 days of the date on the weekly list.
  - 5 Where an application is amended and subject to re-notification of neighbours, the ward member shall be re-notified in writing and a 10 day call up period shall recommence.
  - 6 The attached Call In Form should be used for Call In. This will be attached to the weekly list.
  - 7 Call Ins will be date stamped on receipt. They must be emailed to [planning@rossendalebc.gov.uk](mailto:planning@rossendalebc.gov.uk)
  - 8 Planning reasons for Call In are required.
  - 9 When a Call In is received outside the Call in period, the member will be notified that the Call In is invalid. If there has been no Call In within the Call In period the application will be decided by the Head of Planning, Legal and Democratic Services.
  - 10 Members may withdraw a call in once made.

NB

- 1 Call Ins should be kept to a minimum, as they increase costs and processing times. They have also affected BVPI performance targets as due to call ins we have been unable to place all required applications on the agenda.