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 Executive Director of Regulatory Services, to be referred to the Development Control Committee.
 - 1. All members will receive a weekly list of all planning applications received.
 - 2. Any member considering calling in an application must first discuss the reason for call-in with the Executive Director of Regulatory Services or the Planning Manager.
 - 3. 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.
 - 4. The call-in period is 14 working days from the receipt of the weekly list of planning applications.
 - 5. 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 Councillors will complete the call-in form. The names of the two nominated Councillor must be provided to the Executive Director of Regulatory Services after Annual Council.
 - 6. 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-in period shall recommence.
 - 7. The attached Call-In Form must be used for Call-In. This will be attached to the weekly list. Call-ins will not be valid unless submitted on this form.
 - 8. Call-Ins will be date stamped on receipt. They must be emailed to the Planning Manager
 - 9. Material Planning reasons for Call-In are required, eg not simply because Development Control Committee considered the matter previously.
 - 10. 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 Executive Director of Regulatory Services.

11. Members may withdraw a call-in once made.

<u>NB</u>

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.