

Development Management Officer Protocol

Member Call Ins

Constitution sets out that planning application will be determined under authority delegated to the DPHEH unless in certain prescribed circumstances, including (inter alia) where:

Member for the relevant Ward in which the application site falls may require that the application be determined by the relevant Area Planning Committee provided that:

(a) The request is made within 21 days of notification of the application to the Member; and

(b) The request is made with reasoned justification on proper planning grounds as determined by the Director of Planning, Housing and Environmental Health in consultation with the relevant Area Planning Committee Chairman.

Upon receiving a request for call in, the planning case officer will:

- Check that the request has been made by a Member whose Ward the planning application sits within
- Check that the request has been made within the requisite 21 days period
- Share the request with the DPHEH and Development Manager setting out if there is any reason as to why there are not reasoned justification on proper planning grounds. The DPHEH will then share with the relevant Chair
- Once the call in has been accepted, the Ward member will be contacted to confirm this.
- If the call in is not accepted, the Ward Member will be advised.

Once an assessment of the case has been made, and prior to the committee report being drafted, **in all circumstances where there has been a call in**, arrangements will be made for an informal briefing to take place with the Chair, Vice-Chair and all Ward Members (not just the member who made the call-in request).

The briefing should:

- Include a short presentation by the planning case officer providing an overview of the scheme
- Explain the relevant policy position and all material planning considerations
- Provide a summary of representations received and

- Explain conclusions on what the recommendation to the planning committee will be
- Allow for Members to ask questions of officers

Officers should then follow up with a written briefing note summarising the discussion that took place, which should be circulated to members, copying in the HoP, Development Manager and Cabinet Member

The committee report should then be drafted in the normal way, having due regard to the particular issues that were raised during the briefing

[if the call in request is only made on the basis of a recommendation for approval and the officer view is that planning permission should be refused, the relevant Member(s) can be updated by email]