

## **CALL IN PROCEDURE**

- a) Applications and development proposals vary in their complexity, and some are particularly contentious and generate considerable local interest.
- b) If the item has not already been identified by an officer as a Committee item, a Member can request that the item be considered by the next available Planning Committee.
- c) In order to satisfy the requirements for a Development Management service, which is fair and transparent, and to ensure that performance targets are not compromised, any request by a Member for an applications to be referred to Committee should be made in accordance with the following procedure.

### **Procedure:**

- 1. Members shall complete the electronic call-in form on the intranet or notify the Head of Planning and Policy or an officer designated by him (HPP) on the attached form of the request for a call-in.
- 2. The 'call-in' request must be made no later than the expiry of 10 working days of the issue of the electronic notification of the application.
- 3. Call-in should not be requested unless it is strictly necessary because of significant concerns or potential significant impact of the development. Valid planning reasons must be given; stating which of the requirements (a-c) set out below are being met.
  - a) issues relating to highways, including access/visibility problems,
  - b) the design, scale, character and/or relationship of existing buildings and proposed buildings,
  - c) the effect of the proposal upon the character or amenity of adjoining impact on surrounding area, and/or
  - d) there are significant policy or precedent implications.
- 4. Call-in request must state details of the need for a committee decision, making reference to the valid planning reasons and the significant concerns or potential significant impact of the development.

5. The HPP, in consultation with the Chairman or Vice Chairman of the Planning Committee will confirm or reject the 'call-in' based on significance of the development and valid planning reasons. Members who request a call-in will only be notified if their request has been rejected.
6. In accordance with good practice, Members requesting a call-in should attend the Committee meeting.

To: HPP

**REQUEST FOR APPLICATIONS TO BE REFERRED TO  
PLANNING COMMITTEE**

**Application No:**

**Location:**

**Proposal:**

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I would like to request the application described above to be reported to Planning Committee. My reasons are as follows (Please note that these must be **valid planning reasons**):

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The significant concerns or potential significant impact of the development and need for a Planning Committee decision are as follows:

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I confirm that I have sent a copy of this request to the Chairman of the Committee for their agreement to the application being determined by the Committee.

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I confirm that I will be attending the Committee meeting.

Signed..... Date:

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