

Revised Version - Planning Committee Arrangements – Call-In Procedure

- Call-in requests:
 - must be submitted on the specified form;
 - must be received within the consultation period.
 - must indicate the grounds for the call-in, setting out the material planning consideration;
 - will be reviewed by the Chair, in conjunction with the Vice Chair, to consider the planning reasons for the call in along with the relevant planning policy and guidance and for the Chair to determine whether to accept the call-in request, in accordance with the criteria and guidance provided by the Chief Planning Officer/Appropriate Senior Planner.

Chief Planning Officer's Criteria and Guidance

The following items will not be considered for determination at Planning Committee even if a call-in is submitted:

- Any call-in request made which matches the recommendation of the Officer (e.g., if a member seeks to call-in an application on the basis they would like the application refused, and the Officer recommendation is already to refuse, then the call-in would not be valid).
- Applications for Certificates of Proposed or Existing Lawfulness.
- Applications for Advertisement Consent.
- Applications for Relevant Demolition in a Conservation Area.
- Applications for Listed Building Consent and other heritage consents.
- Applications made under the **GPDO**.
- Applications for Non-material amendments.
- **Applications made under section 73 of the Town and Country Planning Act 1990 (unless the permission was originally granted by the Planning Committee).**
- Applications to discharge conditions.
- Tree Applications.

Planning Committee Public Participation Arrangements

Given the administrative nature of the decisions to be taken by Planning Committee, public participation will be limited to comments on individual planning applications. There will be a maximum of three speakers (including experts) in favour of any application, and three speakers (including experts) against, together with ward members (should they wish). All speakers must register to speak, and all registrations to speak must take place at least two working days before the meeting, by 5pm. Speakers will have no more than 3 minutes each to speak but may, at the Chair's discretion, pool (i.e., combine) their time on an application. The number of speakers will be limited by the number of applications to be considered at any committee meeting.