

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.

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.