

## **GUIDANCE NOTES FOR MEMBERS ON PLANNING COMMITTEE**

### **CALL-IN PROCEDURE**

Call In web form [can be accessed from staffordbc.gov.uk/members](http://staffordbc.gov.uk/members)

The paper copies of the 'Call In'/'Withdraw Call In' forms are to be replaced by a web based form.

A new hard copy version of the 'Call In' forms has been created to match the web form for use by Councillors unable to access the web-based form.

Hard copies are available from Planning Services on 619337 or the Process Team on 619568.

The web form and the hard copy form can be used for both Calling In and Withdrawing a Call In request. Please select 'Call In' or 'Withdraw Call In' by ticking the appropriate box on the form.

The completed web forms will be sent electronically to Planning Services

### **Viewing of Planning Application Documents/ Contacts with Planning Case Officers**

The submitted plans and documents for all planning applications are held on public deposit in the Planning and Regeneration Reception on the third floor should you wish to see them. Please contact the case officer to discuss the development proposals and related issues before you call in an application.

### **Validity of Call In Requests**

To be valid a 'call in' form must be properly completed including an appropriate planning reason for 'call in' and signed. Please contact the case officer if you need any advice on the wording of a 'Call In' reason. If the case officer is unavailable other planning officers are available to help. Any invalid forms will be returned, normally by return of post, together with reasons for invalidity. Any fresh or revised forms must then be received in the development control section before the deadline(s) specified above.

### **Withdrawal of Call In Requests**

Members can at any time withdraw in writing a call-in request they themselves have made on any application. For such withdrawals on applications called in by three members of the Planning Committee the signatures of all three members are required for a withdrawal request to be valid.

Once the finalised officer recommendation on an application has been decided a letter will be sent immediately by first class post to the members

who have called in the application. This gives members the opportunity to withdraw the 'call in' request if they wish. The letter will give a deadline for a response of 7 days or less depending on the case. If written confirmation of withdrawal is not received from a member or members by the deadline the application will appear on the next Committee Agenda, unless it is deferred for some reason. A request for withdrawal can be made using the web form or by letter, fax or e-mail. 01785 619473 [planning@staffordbc.gov.uk](mailto:planning@staffordbc.gov.uk)

A letter will not be sent if the application is to be determined by Committee under other criteria in the Delegation Scheme.

If a withdrawal request is received from a member or members after the agenda is published, Committee will still determine the application, but the withdrawal will be reported orally to Committee.

### **For clarification**

Any planning application can be subject to a 'call in' by a ward member where the application for development falls within the elected members ward or by any three development control committee members. 'Call In' withdrawals can be done by those members who submitted the originating 'call in'.

For amendments /or additional information received after the original planning submission a further 'call in' period may be necessary.

A further 'call-in' period beyond the original 21 days will be given where necessary in relation to significant revised/additional plans or information received on an application. The member or members for the ward in which the application site is located and all members of the Planning Committee will be informed in writing of receipt of any significant revised/additional plans or information and any further 'call in' period. The time limit for the further call in period will seek to ensure that the application is determined as soon as possible to meet performance targets.

Development Control Manager