

**Appendix B****Planning Delegation Process - Indicative Timeframe/Steps of Proposed Process**

No	Process	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1	Planning application received								
2	Planning application verified								
3	Application uploaded onto Uniform								
4	Neighbour Notification undertaken								
5	Members discussions with Officers								
6	Consultation period concluded								
7	Officer drafts report								
8	Senior Officer reviews and agrees report								
9	Weekly List produced								
10	Period of time in which a referral can be made								
11	Decision notices issued								
11A	If a Member is minded to refer, they complete the form and email it to Chair of Planning (Or Vice-Chair in the absence of the Chair) for agreement								
11B	If the Chair (Or Vice Chair) is minded to agree the referral, he/she forwards the form to the Planning Service [steps 11A. and 11B. to be completed within the 7 days that the weekly list is 'live'].								
11C	The Planning Service confirm that the referral is valid (right form, Chair's (Vice Chair's) approval, valid Planning reasons given). If okay, they advise Members of the referral and the date on which it will go to the Planning Committee. If not ok, the Planning Service will advise the referring Member and the Chair [all of within 24 hours off receipt of the referral).								