

Modernising Planning Service Report

Appendix B – Member Call in process

Description of systems:

Uniform – Planning application processing system

Planning Portal – Website where electronic submission of planning applications can be made

Public Access – Website where planning applications can be viewed, tracked and comments can be made

Brief Overview:

From receiving the e-mail alert notification through Public Access, as a Ward Member, you will be given a specific length of time to discuss your concerns with the allocated planning officer. Having identified an application that you wish to refer to committee, you must contact the planning officer to alert them to your interest, which will be recorded against the application on the Uniform system. A formal request for call-in will be agreed with the Chairman of Planning (or Vice Chairman in their absence) following completion of the proforma.

Process:

1. From receiving the e-mail alert notification through Public Access, as a Ward Member, you will be given an extra 7 days from the Neighbour Consultation Expiry date to call in the planning application to Planning Committee.
2. The Neighbour Consultation Expiry date is viewable on Public Access and a further 7 days would be your expiry date from the initial neighbour consultation.
3. If neighbours are not notified and a site notice is displayed, then your extra 7 days will be from the Latest Site Notice Expiry date.
4. Having alerted your interest in an application with the planning officer, this will be recorded on the Uniform system (internal part only) for our records.
5. In some instances concerns could be addressed by negotiated improvement via amended plans. If any revised plans are submitted and you have raised concerns with the planning officer, you will be contacted to inform you of any revisions. If further neighbour consultations are undertaken due to revisions, your expiry date will not be extended.

6. If you decide to call in the planning application to the next available planning committee, you must have discussed your planning reasons with the planning officer and submitted the completed pro forma, sent to referrals@brentwood.gov.uk and also cc in the planning officer.
7. The referral mailbox will be checked daily. The decision to accept or reject the referral shall be made by the Chair or the Committee (or Vice Chair in their absence) after discussion with the Case Officer or Head of Planning and Development. You will be informed of the outcome of the referral request.
8. If no call in or concerns have not be raised to the planning officer, once your expiry date has passed, the application will be determined with delegation to the Head of Planning and Development.

Following implementation, production of the weekly informer list and planning decision list will cease, as these can also be obtained from Public Access.

Timeline of events:

Based on a standard 8 week application (56 days).

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| Stage 1 | Application received |
| Stage 2 | Application validated, Member alert |
| Stage 3 | Neighbour consultation commences |
| Stage 4 | Neighbour consultation ceases |
| Stage 5 | Member call in date expires |
| Stage 6 | No pro forma call in received, decision can then be issued |
| Stage 6a | Pro form received and verified by Chair, case goes to next available committee |