

DRAFT PROTOCOL FOR CALLING IN PLANNING APPLICATIONS

1. Introduction

- 1.1. Uttlesford District Council is the local planning authority for the district of Uttlesford. As such it is responsible for taking decisions on planning applications within the District. Under the Town and Country Planning Act 1990 decisions on planning applications must be taken in accordance with the development plan unless material planning considerations indicate otherwise.
- 1.2. Most applications are dealt with by officers under delegated powers. Officers have power to refuse any applications which are not in accordance with the development plan and have delegated authority to grant planning permission in specified cases where the proposed development does accord with the development plan. The full scope of the delegated powers can be found in the Members Handbook
- 1.3. This protocol sets out the procedures to be followed when a member wishes an application for planning permission which can be dealt with by officers under delegated powers to be considered by the Planning Committee (“calling in an application”)

2. Procedure for calling in an application

- 2.1. Any member of the council may call in an application which would fall to be dealt with by officers under delegated powers regardless of where the application site is situated within the District.
- 2.2. If a member is considering calling in an application for a site in a ward in respect of which that member is not a ward member then before calling in the application the member shall inform the member or members for that ward of the intention to do so
- 2.3. A request for a planning application to be called in must be:-
 - 2.3.1. In writing (including e-mail)
 - 2.3.2. Made within 5 weeks of the validation date (which may be ascertained from the Council’s website)

- 2.3.3. State if the application is to be called in if the officer recommendation is for approval or refusal (but not both)
- 2.3.4. Give valid planning reasons for requesting that the application be called in.

3. Invalid call-ins

- 3.1. A request for a call-in may be rejected by the Assistant Director – Planning and Building Control if he is not satisfied that the reasons given for the call-in are planning reasons
- 3.2. An application should not be called in merely because it is controversial. Applications should only be called in where there are planning reasons for disagreeing with the officer recommendation
- 3.3. Members should not call in an application because they are requested to do so by an applicant, an objector or a parish or town council unless the member concerned is satisfied that there are planning reasons for disagreeing with the officer recommendation
- 3.4. Members should not call in an application made by or opposed by a related person (as defined by the Code of Conduct of Uttlesford District Council) under any circumstances