

## SERVICE UPDATE

<b><u>Name of Function:</u></b>	Development Management, Strategic Place Planning
<b><u>Date:</u></b>	17 September 2024
<b><u>Title of Update:</u></b>	Procedure note: Requests for referrals of planning applications to Planning Development Management Committee
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### **UPDATE:**

This Service Update is to inform Members of the procedure should an elected member wish to seek to refer an application which would otherwise be delegated to officers, to Planning Development Management Committee (PDMC) in accordance with Principle 4 of the Chief Officer of Strategic Place Planning's (Chief Officer SPP) delegated powers. The full version of the Procedure Note is appended below, however, to summarise the main points:

- To keep the process manageable requests for referral must be made by substantive members of the PDMC
- Requests must be in by email to all the parties listed in the procedure note giving material planning reasons for the request and within 28 days of the date of validation of the application
- The decision will be made at a meeting between the Convenor, Vice Convenor of PDMC and the Chief Officer SPP
- In line with the Schemes of Delegation the final decision on whether to refer will remain with the Chief Officer SPP
- If it is decided to refer an application the reasons for the decision will be given in the relevant Committee Report