

To: DEVELOPMENT MANAGER

Date:



PLANNING APPLICATIONS – REFERRAL TO COMMITTEE

Application Reference No.: P

Address:

Under the terms of the scheme of delegation, please arrange for the above application to be reported to the Development Management Committee for the following planning reason:

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Signed:

Name:

Reason for delay if referral outside 28 day period:

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I confirm that the above reason has been discussed with the Chairman/Vice-Chairman (delete as appropriate) and that:

The referral was agreed

The referral was declined

Signed:

Development Manager

Name:

Please read the notes overleaf carefully

Notes

1. Members are requested to submit the pro forma request slip within 28 days of the validation of the application. If the request slip is not submitted within this timescale, the application cannot be referred to Committee except in exceptional circumstances and where it is agreed by the Development Manager in consultation with the Chairman or Vice-Chairman of the Development Management Committee. The reason for the late referral must be clearly stated.
2. Any ward member can refer an application to committee. Where a member seeks to refer an application for a site located outside of their ward, they will be required to notify the relevant ward member(s) of their request.
3. Members are advised that any reason given for referral should be a planning reason and should not prejudice them from taking part in the determination of the application when presented to Committee. For example, you should not express any opinions or merits or otherwise of the application.
4. Members are asked to contact the Case Officer to discuss their reasons for referral prior to requesting that an application be referred. The Development Manager would also be happy to discuss any applications that members may wish to refer (tel. 01594 812349).
5. This form can be sent by e-mail to the case officer or planning@fdean.gov.uk.