

Head of Planning		
Ref	Function	Consultation (where appropriate)
1.0	Planning	
	To determine all applications made to either District Council relating to planning matters, except in the following cases:	
1.1		
Vale	(a)i A ward councillor (to include adjacent ward councillor whose parish has been consulted) calls in the application to be considered by the Planning Committee within 28 days of the date of registration of the application (unless an extension to the consultation period has been granted) and the request is agreed by the Head of Planning This request must be in writing and refer to material planning matters to ensure the audit trail for making that decision is clear and unambiguous. Councillors' right of call-in does not apply to applications for certificates of lawful use or development, prior approvals and notifications.	Chair or, in their absence, the Vice-Chair of the Planning Committee
South	(a)ii A ward councillor (to include adjacent ward councillor whose parish has been consulted) calls in the application to be considered by the Planning Committee within 28 days of the date of registration of the application (unless an extension to the consultation period has been granted) and the request is agreed by the Head of Planning . This request must be in writing and refer to material planning matters to ensure the audit trail for making that decision is clear and unambiguous. Councillors' right of call-in does not apply to applications for certificates of lawful use or development, prior approvals and notifications.	Chair and Vice-Chair of the Planning Committee and relevant ward councillor(s) (to include adjacent ward councillor(s) whose parish has been consulted)