

## Councillors Briefing Note No. 280

**Service :** Planning  
**Further Enquiries to:** Alistair Cunningham  
**Date Prepared:** 24<sup>th</sup> February 2016

### Note to Members to clarify call-in procedures for Planning Committees

Members are reminded of the relevant procedures under which members may call in a planning application for determination by a Planning Committee. These are set out in Protocol 4 of the constitution – Planning Code of Good Practice - and the relevant paragraphs are reproduced below, together with a link: [Protocol 4](#)

It should be noted that this protocol is planned to be reviewed in the first half of this year. Part of that review will correct the reference to Part 3B which should read Part D3 (scheme of delegation to officers) link:

<http://moderngov.wiltshire.council/ecCatDisplay.aspx?sch=doc&cat=13386&path=0>

It should be noted that the reference to ‘your division’ in paragraph 9.2 below means the division you represent, and not the division you reside in.

It is acceptable for councillors to nominate a substitute(s) to undertake their planning responsibilities, including application ‘call-in’, if they have a conflict of interest or during periods of absence such as holidays or illness. In the case of death, the Chairman will nominate a stand in.

9.2. As a member, you can request that the relevant planning committee considers a planning application ***in your division*** and not be dealt with under delegated powers (although there are a few exceptions, such as tree applications, set out in the Scheme of Delegation). To call-in an application, you need to **submit the [Online Call In Form](#). This will be received in the [planningcommittees@wiltshire.gov.uk](mailto:planningcommittees@wiltshire.gov.uk) email address and processed accordingly. Requests must be received within the 21 days consultation period, which is shown on the weekly list.** (but there are some exceptions set out in detail in the Scheme of Delegation to Officers – Part 3B of the Constitution). The proforma must record planning reasons why the committee should deal with the application. (It would be helpful if councillors would contact the case officer prior to call-in to discuss the planning issues involved and whether a call-in is necessary.) Following receipt of a request, officers will confirm the action to be taken and keep the member informed when they are ready to make a recommendation.

9.3. While there is a strong presumption that the Division Member’s views on call in should prevail, if another Member (i.e. **one from a neighbouring division**

**which is affected by the development)** thinks an application should go to committee and this is contrary to the view of the local Division Member, it will be open to that member to discuss the application with the Chairman of the committee. Having discussed the application and considered the possible impacts the Chairman will then have the ability to ask for the application to proceed to committee for determination. In the rare event that the application is in the Chairman's own division, the adjoining member can discuss the application with the Director of the service.

You can access the Request for planning application to be considered by committee form [here](#)

For ease of reference the Area Development Managers are :

North – Brian Taylor [brian.taylor@wiltshire.gov.uk](mailto:brian.taylor@wiltshire.gov.uk)

Central – Mike Wilmott [Mike.wilmott@wiltshire.gov.uk](mailto:Mike.wilmott@wiltshire.gov.uk)

South - Andrew Guest [Andrew.guest@wiltshire.gov.uk](mailto:Andrew.guest@wiltshire.gov.uk)

If you have any queries about this procedure, please contact either Helen Atkinson, 713145, Legal Services or Yamina Rhouati, Democratic Governance Manager on 01225 718024