



Title of Report:	Information Leaflet 06: Referral of Planning Applications to Planning Committee
Committee Report Submitted To:	Planning Committee
Date of Meeting:	24 January 2024
For Decision or For Information	For Decision
To be discussed In Committee YES/NO	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership Improvement and Innovation
Outcome	Agreed policies and procedures and decision-making is consistent with them Council maintains its performance as the most efficient of NI's local authorities
Lead Officer	Head of Planning

Budgetary Considerations	
Cost of Proposal	No additional cost
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	5301
Staffing Costs	As per budget

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	No	Date:
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

1.0 Purpose of Report

1.1 This Report is to provide Members with guidance on how to refer a planning application to Planning Committee for determination.

2.0 Background

2.1 The Scheme of Delegation sets out at Part B the exception to the list of applications delegated to nominated officers for determination. One category of exception is the applications listed on the weekly 'Contentious Delegated Decisions to Issue'.

2.2 A contentious application is one where the decision is to refuse permission or consent and excludes Pre-Application Notices, Applications for Works to Trees, Discharge of Conditions, Non-Material Changes, Certificates of Lawful Development and those applications where the refusal relates to road safety, flooding, or where additional information or amendments have been requested but not submitted in full within the timeframe provided, as set out in the Protocol for the Operation of the Planning Committee.

2.3 Para.7 of the Protocol for the Operation of the Planning Committee sets out the procedures for referring a planning application from the weekly 'Contentious Delegated Decisions to Issue' to Planning Committee for determination. A referral can only be requested by an Elected Member of this Council.

2.4 The attached Information Leaflet provides guidance to Elected Members on how to submit a referral request for consideration by the Head of Planning or other authorised officer and the Chair of the Planning Committee and/or Vice Chair.

3.0 Recommendation

3.1 **It is recommended** that the Committee considers the attached Information Note and agrees to the circulation to Members and uploading onto the Planning Section of Council's website.



REFERRAL OF PLANNING APPLICATIONS TO PLANNING COMMITTEE FOR DETERMINATION

Purpose

The purpose of this guidance is to provide guidance on the procedures for referring a planning application to Planning Committee for determination.

This Information Note accompanies the Scheme of Delegation for the Planning Department and the Protocol for the Operation of the Planning Committee.

What applications can be requested to be referred to the Planning Committee for determination?

The Scheme of Delegation sets out at Part B the exception to the list of applications delegated to nominated officers for determination. One category of exception is the applications listed on the weekly 'Contentious Delegated Decisions to Issue'.

A contentious application is one where the decision is to refuse permission or consent.

This contentious application list and referral process excludes Pre-Application Notices, Applications for Works to Trees, Discharge of Conditions, Non-Material Changes, Certificates of Lawful Development and those applications where the refusal relates to road safety, flooding, or where additional information or amendments have been requested but not submitted in full within the timeframe provided.

Who can request a referral of a planning application to planning Committee for determination?

Only an Elected Member of Causeway Coast and Glens Borough Council can request a referral of an application listed on the weekly 'Contentious Delegated Decisions to Issue'. Members of the public, including applicants, their agent, or those who submitted a representation on the application **cannot** request a referral of an application.



How do I request a referral of a planning application to Planning Committee?

Para.7 of the Protocol for the Operation of the Planning Committee sets out the procedures for referring a planning application from the weekly 'Contentious Delegated Decisions to Issue' to Planning Committee for determination. A referral can only be requested by an Elected Member of this Council.

The 'Contentious Delegated Decisions to Issue' list will issue weekly on a Tuesday and is published on the Planning Section of Council's website, available to view via the following link

<https://www.causewaycoastandglens.gov.uk/live/planning/schedule-of-applications/delegated-decisions-ready-to-issue> .

The referral request by an Elected Member must be received before **10am on the Monday of the following week** otherwise it will not be accepted.

The Elected Member must:

1. Email the request to planning@causewaycoastandglens.gov.uk . A request emailed to any other email account will not be accepted.
2. The request **must** detail:
 - a. The Elected Member requesting the referral;
 - b. The planning reference number; and
 - c. The clearly specified planning reasons for the referral

The clearly specified planning reasons should refer to the refusal reasons detailed in the Delegated Development Management Officer Report and comment on such issues that are relevant to the refusal reasons such as:

- relevant planning policy and local planning policy;
- appearance and character of the development and area, layout and density;
- traffic generation, highway safety, parking and servicing;
- overshadowing, overlooking, noise and disturbance, odours or other amenity issues
- environmental impact including impact on natural and built environment.

The **template** attached at **Annex 1** will assist in completing a referral request.

Who will consider the referral request?

Referral requests will be considered by the Head of Planning or other authorised officer and the Chair of the Planning Committee and/or Vice Chair.

Only those applications that are considered to have sound planning reasons and received within the timeframe will be agreed to be referred to the Planning Committee for determination.



The Elected Member will be advised of the decision on the referral request.

Where the referral request is accepted, the details of the referral request, including the name of the Elected Member who requested the referral will be published as an attachment to the Planning Committee Report to be presented to Planning Committee and published on Council's website. The published minutes of the Planning Committee meeting will also record that the application was a referred item.



Refusal Reason 3:

Additional Supporting Information:



**Causeway
Coast & Glens
Borough Council**

Development Management
Information Note 07

January 2024