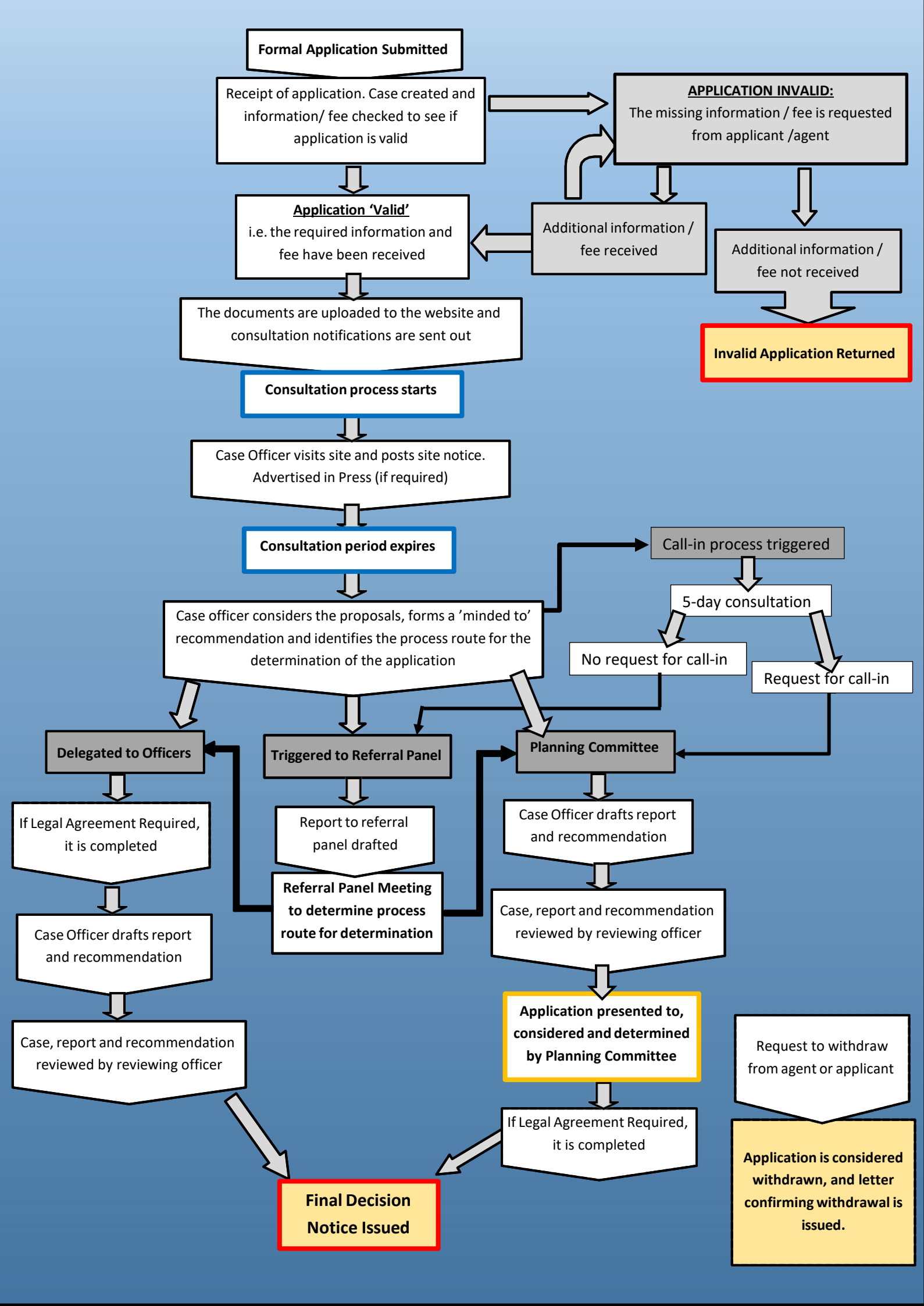
Formal Application Submitted
Receipt of application. Case created and information/ fee checked to see if application is valid
APPLICATION INVALID:
The missing information / fee is requested from applicant /agent
Application 'Valid'
i.e. the required information and fee have been received
Additional information / fee received
Additional information / fee not received
Invalid Application Returned
The documents are uploaded to the website and consultation notifications are sent out
Consultation process starts
Case Officer visits site and posts site notice. Advertised in Press (if required)
Consultation period expires
Call-in process triggered
5-day consultation
No request for call-in
Request for call-in
Case officer considers the proposals, forms a 'minded to' recommendation and identifies the process route for the determination of the application
Delegated to Officers
Triggered to Referral Panel
Planning Committee
If Legal Agreement Required, it is completed
Report to referral panel drafted
Case Officer drafts report and recommendation
Referral Panel Meeting to determine process route for determination
Case Officer drafts report and recommendation
Case, report and recommendation reviewed by reviewing officer
Case, report and recommendation reviewed by reviewing officer
Application presented to, considered and determined by Planning Committee
Request to withdraw from agent or applicant
If Legal Agreement Required, it is completed
Application is considered withdrawn, and letter confirming withdrawal is issued.
Final Decision Notice Issued