

**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

The documents are uploaded to the website and consultation notifications are sent out

**Invalid Application Returned**

**Consultation process starts**

Case Officer visits site and posts site notice. Advertised in Press (if required)

**Consultation period expires**

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

Case Officer drafts report and recommendation

**Referral Panel Meeting to determine process route for determination**

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**Application is considered withdrawn, and letter confirming withdrawal is issued.**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**